Ontario

Dossier des clauses des conventions collectives entre conseils scolaires et enseignants

Numéro 21

Clauses relatives à la dotation en personnel, 1981-82

Juin 1982

Education Relations Commission

Ontario

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Clauses relatives à la dotation en personnel, 1981-82

Juin 1982

Cette publication a été rédigée par la Commission des Relations de Travail en Education dans le cadre des services qu'elle offre aux parties engagées dans des négociations, de la manière décrite dans la Loi sur les négociations collectives entre conseils scolaires et enseignants.

Cette publication a pour but:

.d'offrir, de manière neutre, des renseignements actuels et précis provenant de conventions collectives écrites, dans le but d'aider les parties durant les diverses étapes du processus des négociations.

La publication est basée sur les conventions collectives écrites négociées entre les enseignants et les conseils scolaires pour l'année de convention (septembre-août) 1981-82, qui ont été déposées à la Commission. Elle contient des clauses reprises textuellement* qui ont été extraites de ces conventions et qui ajoutent un aspect qualitatif à d'autres publications de la Commission de nature statistique.

Ce document peut être obtenu par les parties et les autres personnes intéressées qui en font la demande.

Veuillez adresser toutes les questions concernant cette publication et les demandes de renseignement supplémentaires aux:

Services des recherches
Commission des Relations de
Travail en Education
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*Dans certains cas, nous avons transcrit uniquement la partie de la clause qui se rapporte au sujet de cette publication et non de la clause entière.

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Education Relations Commission
Ontario

TABLE DES MATIERES

PARTIE I - INTRODUCTION 1

1. Conventions analysées 2
2. Conventions reçues à la Commission 3
3. Fréquence des clauses 4
   a) Directeurs 6
   b) Sous-directeurs 7
   c) Directeurs faisant fonction 9
   d) Autres postes à responsabilités 13
   e) Enseignants chargés d'orientation 14
   f) Bibliothécaires 15
   g) Personnel pour Education spéciale/de Soutien 16
   h) Assistance en administration/Secrétariat 16

PARTIE II - CLAUSES

Clauses générales concernant la dotation en personnel 18

Postes à responsabilités 58
(par ex. responsables de départments, présidents, coordinateurs, etc.)

Directeurs 142

Sous-Directeurs 143

Directeurs faisant fonction etc. 151

Enseignants chargés d'orientation 159

Bibliothécaires 159

Personnel pour Education spéciale de Soutien 162

Assistance en administration/secrétariat 166

INTRODUCTION

Ce document décrit brièvement et analyse les formules de dotation en personnel pour les directeurs, sous-directeurs, directeurs faisant fonction, autres postes à responsabilités, enseignants chargés d'orientation, bibliothécaires, personnel pour éducation spéciale/de soutien, et assistance pour administration/secrétariat. Quoiqu'elles figurent souvent sous la rubrique de la dotation en personnel, les clauses concernant le rapport entre le nombre des élèves et celui des enseignants sont examinées séparément dans une autre publication (Dossier Clauses nº 22).

La tendance principale notée par la présente publication est une augmentation dans la fréquence des clauses de dotation en personnel pour les directeurs faisant fonction et les autres postes à responsabilités. Pour ces derniers, comme par exemple les chefs et les présidents de département, la fréquence des clauses de dotation en personnel a presque doublé dans le secteur secondaire depuis 1977-78, époque où cette question fut analysée la dernière fois par la CRTE.

Etant donné que nous avons reçu un certain nombre de demandes de renseignements sur les critères utilisés pour les nominations des sous-directeurs et sur les indemnités des directeurs faisant fonction, nous discuterons également ces questions dans cette publication.

1. Conventions analysées

Ce dossier clauses est basé sur une analyse de 127 conventions ou 63.5% des 200 conventions possibles en vigueur en 1981-82 dans les conseils scolaires élémentaires, les conseils scolaires secondaires et les conseils scolaires combinés de comté et de district des écoles catholiques séparées.*

Le Tableau 1 donne la répartition des conventions analysées par type de convention.

TABLEAU 1

CONVENTIONS DISPONIBLES POUR L'ANALYSE

	Elémentaires	Secondaires	CESC	TOTAL
Nombre total de conventions possibles pour 1981-82	76	76	48	200
Conventions analysées	50	46	31	127

* Quoiqu'actuellement (avril) plus de 127 conventions pour l'année 1981-82 ont été déposées à la CRTE, n'avons pas pu inclure les nouvelles clauses dans ce document à cause du délai nécessaire pour dactylographier les clauses de dotation en personnel, les analyser, imprimer et traduire le texte en français.

2. Conventions reçues à la Commission

Elémentaires	Secondaires	C.E.S.C.
Atikokan	Atikokan	Brant
Brant	Brant	Bruce-Grey
Bruce	Bruce	Cochrane-Iroquois Falls
Carleton	Carleton	Dufferin-Peel
Central Algoma	Central Algoma	Essex
Cochrane-Iroquois Falls	East Parry Sound	Fort Frances-Rainy River
Dufferin	East York	Frontenac-Lennox & Addington
Durham	Elgin	Geraldton
East Parry Sound	Espanola	Haldimand-Norfolk
East York	Essex	Halton
Elgin	Etobicoke	Hearst
Espanola	Fort Frances-Rainy River	Kapuskasing
Essex	Geraldton	Kenora
Etobicoke	Haliburton	Kent
Fort Frances-Rainy River	Hamilton	Lambton
Geraldton	Hearst	Lanark, Leeds & Grenville
Grey	Kapuskasing	London and Middlesex
Haliburton	Kent	Metro Separate
Hastings	Lake Superior	Michipicoten
Hearst	Lambton	Nipissing
Kapuskasing	Lanark	North Shore
Kirkland Lake	Leeds & Grenville	North of Superior
Lake Superior	London	Prescott and Russell
Lambton	Manitoulin	Sault Ste. Marie
Lanark	Michipicoten	Simcoe
Leeds & Grenville	Muskoka	Timiskaming
London	Niagara Falls	Timmins
Manitoulin	Nipigon-Red Rock	Welland
Michipicoten	Nipissing	Wellington
Middlesex	North Shore	Windsor
Muskoka	North York	York Region
Nipissing	Ottawa	
North Shore	Peterborough	
North York	Prescrott & Russell	
Oxford	Renfrew	
Peel	Sault Ste. Marie	
Perth	Stormont, Dundas & Glengarry	
Peterborough	Sudbury	
Prince Edward County	Timiskaming	
Sault Ste. Marie	Timmins	
Scarborough	Toronto	
Stormont, Dundas & Glengarry	Waterloo	
Sudbury	Wellington	
Timiskaming	Windsor	
Toronto	York Borough	
Waterloo	York Region	
Wellington		
Windsor		
York Borough		
York Region		

3. Fréquence des clauses

Le Tableau 2 donne la comparaison de la fréquence des clauses de dotation en personnel en 1977-78 (époque de la publication du dernier dossier concernant les clauses de dotation en personnel) avec celle des clauses figurant dans les conventions de 1981-82. Pour cette période, nous avons noté une augmentation générale de la fréquence des clauses de dotation en personnel, particulièrement en ce qui concerne le directeur faisant fonction et les "autres" postes à responsabilités.

TABLEAU 2
Fréquence des clauses de dotation en personnel dans les conventions collectives de 1981-82 [1]

	Elémentaires		Secondaires		C.E.S.C.		TOTAL	
	%	(n)	%	(n)	%	(n)	%	(n)
A. Directeurs								
1977-78	1.4	(1)	12.5	(9)	2.1	(1)	5.7	(11)
1981-82	6.0	(3)	15.2	(7)	0.0	(0)	7.9	(10)
B. Sous-directeurs								
1977-78	18.9	(14)	16.7	(12)	14.6	(7)	17.0	(33)
1981-82	24.0	(12)	21.7	(10)	19.4	(6)	22.0	(28)
C. Directeurs faisant fonction[2]								
1977-78	5.4	(4)	2.8	(2)	27.1	(13)	9.8	(19)
1981-82	10.0	(5)	8.7	(4)	51.6	(16)	19.7	(25)
D. Autres postes à responsabilités[3]								
1977-78	8.1	(6)	31.9	(23)	4.2	(2)	16.0	(31)
1981-82	12.0	(6)	60.9	(28)	19.4	(6)	30.7	(39)
E. Enseignants chargés d'orientation								
1977-78	0.0	(0)	8.3	(6)	2.1	(1)	3.6	(7)
1981-82	0.0	(0)	8.7	(4)	3.2	(1)	3.9	(5)
F. Bibliothécaires								
1977-78	0.0	(0)	8.3	(6)	4.2	(2)	4.1	(8)
1981-82	6.0	(3)	10.9	(5)	6.5	(2)	7.1	(9)
G. Personnel pour éducation spéciale/ de soutien[4]								
1977-78	1.4	(1)	2.8	(2)	4.2	(2)	2.6	(5)
1981-82	8.0	(4)	2.1	(1)	6.5	(2)	5.5	(7)
H. Assistance en administration/ secrétariat								
1977-78	13.5	(10)	0.0	(0)	10.4	(5)	7.7	(15)
1981-82	14.0	(7)	0.0	(0)	12.9	(4)	8.7	(11)
Conventions reçues								
1977-78	74		72		48		194	
1981-82	50		46		31		127	

Remarques:

1. Les clauses de dotation en personnel général ne sont pas comprises dans ce tableau (voir la Partie 2 qui donne les clauses de dotation en personnel).
2. Comprend les directeurs occasionnels, les directeurs intérimaires, les enseignants désignés, l'enseignant responsable, l'assistant du directeur, l'assistant administratif etc.
3. Comprend le chef de département (principal et subalterne), le chef de département adjoint, le directeur de section, le directeur de section adjoint, le président, le coordinateur, le doyen des enseignants etc.
4. Comprend les experts en comportement, assistants sociaux, orthophonistes, puériculteurs, psychologues, psychométriciens etc.

4. Nature des clauses

a) Directeurs

Dix (10) ou 7.9% des 127 conventions reçues contiennent une clause de dotation en personnel concernant les directeurs. Trois (3) de ces clauses figurent dans des conventions du secteur élémentaire et sept (7) du secondaire. En voici des exemples*:

> " Provided that where schools are twinned or clustered, where one of the schools twinned or clustered shall have fewer than 200 students, no Principal shall be appointed exclusively for such school; ..." (Durham Elementary)

> "A Principal will be appointed for each Secondary School Unit under the jurisdiction of the Board."
> (Kent Secondary)

Les sept conventions du secteur secondaire contenant une formule de dotation exigent qu'un directeur soit nommé dans chaque école tombant sous la juridiction du conseil.

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* Les exemples figurant dans l'introduction ont été donnés uniquement à titre d'illustration; sauf mention expresse, ils ne sont pas censés être typiques, idéaux etc. Le lecteur désireux d'évaluer un type particulier de clause est prié de se reporter aux clauses figurant dans les sections appropriées de la Partie II.

b) Sous-directeurs

Vingt-huit (28) ou 22.0% des 127 clauses reçues contiennent une clause de dotation en personnel concernant les sous-directeurs. Douze (12) de ces clauses figurent dans les conventions des écoles élémentaires, 10 des écoles secondaires et 6 des CESC. En voici des exemples:

> " A Vice-Principal shall be appointed in a school which has 18 or more full-time equivalent teachers." (Essex Elementary)
>
> "There shall be a Vice-Principal for each Secondary School Campus of the Board." (Lake Superior Secondary)
>
> "Effective September 1, 1981
> 1) Each school with an enrolment of 500 students or more shall have a vice-principal.
> 2) Schools with an enrolment of 1,000 students or more shall have a second vice-principal." (Leeds and Grenville Secondary)
>
> "Schools with an enrolment in excess of 500 students on April 30 in any year may, if the staffing opportunity presents itself, have a vice-principal appointed, for the following September or at such time subsequent thereto as is appropriate in the opinion of the Director of Education.
>
> The position of vice-principal would terminate June 30 of any year in which enrolment of the school concerned declined below 450 on a particular April 30." (Simcoe RCSS)
>
> "Where two schools are paired there will be a vice-principal in at least one of the schools." (Etobicoke Elementary)

Sur les 28 conventions contenant des clauses de dotation pour sous-directeurs, 9 exigent qu'un sous-directeur soit nommé dans chaque école (Carleton Elémentaires, Essex Secondaires, Lake Superior Secondaires, Leeds et Grenville Secondaires, Nipigon-Red Rock Secondaires, Ottawa Secondaires, Sudbury Secondaires, Windsor Secondaires, Région de York Secondaires).

Quant aux autres conventions, la nomination d'un sous-directeur dépend de certains critères; ceux-ci sont indiqués au Tableau 3.

TABLEAU 3

Critères pour la nomination d'un sous-directeur

Nomination basée sur:		
a) Nombre d'enseignants		
14 ou plus	-	Prince Edward Elémentaires
15 1/2 ou plus	-	Windsor Elémentaires
16 ou plus	-	North Shore Elémentaires
18 ou plus	-	Durham Elémentaires, Essex Elémentaires, Essex CESC
b) Nombre d'élèves		
280 ou plus	-	Haldimand-Norfolk CESC
500 ou plus	-	Simcoe CESC, Région de York CESC
600 ou plus	-	Stormont, Dundas & Glengarry Secondaires
750 ou plus	-	Dufferin-Peel CESC
c) Nombre de salles de classe		
10 ou plus	-	Lambton CESC
13 ou plus	-	London Elémentaires
15 ou plus	-	Lambton Elémentaires
d) Classes		
13 ou plus	-	Wellington Elémentaires
e) Unités d'enseignement		
16 ou plus	-	Leeds et Grenville Elémentaires
f) Ecoles jumelées		
	-	Durham Elémentaires
	-	Etobicoke Elémentaires
g) Dans écoles avec grades 7 et 8		
	-	Hastings Elémentaires

Huit (8) des 10 conventions du secteur secondaire contenant des clauses de dotation comprennent également des critères pour la nomination d'un sous-directeur. Ces exigences sont résumées au Tableau 4.

TABLEAU 4

Critères pour la nomination d'un second sous-directeur

Nomination basée sur:		
Nombre d'inscriptions		
1,000 ou plus	-	Kent secondaires, Leeds et Grenville secondaires, Sudbury Secondaires
1,200 ou plus	-	Ottawa Secondaires, Stormont, Dundas et Glengarry Secondaires
1,250 ou plus	-	Essex Secondaires
1,300 ou plus	-	Windsor Secondaires, Région de York Secondaires

c) Directeurs faisant fonction etc.

Vingt-cinq (25 conventions), ou 19.7% des conventions reçues, contiennent des clauses créant un poste à responsabilités, dont le but consiste essentiellement à faire remplir les fonctions du Directeur en cas d'absence, ou dans certains cas à faire exécuter des tâches assignées par le Directeur dans des écoles (uniques ou jumelées) n'ayant pas de sous-directeur. Les titres de ces postes varient d'une convention à l'autre. En voici quelques-uns: directeur occasionnel, assistant du directeur, remplaçant du directeur, adjoint administratif, enseignant désigné, enseignant principal et enseignant responsable. Certains de ces postes contiennent de légères divergences en ce qui concerne leur nature; selon les conventions, un même titre peut parfois servir à désigner des responsabilités entièrement différentes. Voici quelques exemples:

"In a school where there is no vice-principal, a teacher will be chosen by the principal, in consultation with the Director, to take charge of the school in the absence of the principal. An honorarium of $250 per annum will be paid to each teacher designated 'acting principal'." (Halton RCSS)

"Occasional Principals - Full-time occasional principal shall be appointed by the Board in all schools where there are no Vice-Principals, and correspondingly part-time when there is a part-time Vice-Principal. Allowance for 1981-82 shall be $344 annually.

"Principal's Substitute - A principal substitute shall be named for each school where the duties of the principal are shared among two or more schools. Payment for 1981-82 shall be $1,095 annually." (Timmins RCSS)

"12.05. An Administrative Assistant is appointed in the schools where there is no Vice-Principal, starting September 1st., 1981.

The responsibility of the Administrative Assistant is:

1. to teach each day, a minimum of five (5) courses of one (1) credit each, on an annual basis. To fulfill the responsibilities of his position, he will be assigned a maximum of 200 minutes per week. He may also be assigned a maximum of one hundred and sixty (160) minutes per week of other professional duties.

2. to assist the Principal by fulfilling the administrative responsibilities assigned to him." (Prescott and Russell, Secondary)

The range in allowances paid to these positions is set out in Table 5.

TABLE 5

Allowances Paid to Acting Principals, Etc., 1981-82

Allowance	Title of Position	Board
$126-$189	Designated Teacher	Wellington Elementary
$150-200	Designated Teacher	Wellington RCSS
$250	Acting Principal	Halton RCSS
$300	Substitute Principal	Prescott & Russell RCSS
$300	Teacher Designate	Nipissing RCSS
$344	Principal's Substitute	Timmins RCSS
$433	Designated Teacher	Haldimand-Norfolk RCSS
$500	Assistant to Principal	Lambton RCSS
$500	Designated Teacher	North of Superior RCSS
$600	Head Teacher	Dufferin-Peel RCSS
$650	Designated Teacher	Leeds & Grenville Elementary
$700	Teacher Responsible	London-Middlesex RCSS
$1,000	Designated Teacher (twinned school)	North of Superior RCSS
$1,000 + 15 per day	Acting Principal	Michipicoten RCSS
$1,036	Occasional Principal	Timmins RCSS
$1,600	Administrative Assistant	Bruce Secondary
$1,682	Principal's Assistant	Brant RCSS
$1,869-$2,800	Administrative Assistant	Stormont, Dundas and Glengarry Secondary
$3,135	Administrative Assistant	Prescott & Russell Secondary
$30 per unit per year	Substitute Principal	North Shore RCSS
$75 per teacher per year	Administrative Assistant	Haliburton Elementary
$150 per teacher per year	Principal's Assistant	Prince Edward Elementary
$10 per day after 2 or more days absence	Acting Principal	Welland RCSS
1/200 of principal's allowance per day in excess of 20 consecutive school days	Acting Principal	North of Superior RCSS

equivalent to principals salary after 20 consecutive days of absence	Principal's Replacement	Sudbury Secondary
equivalent to principal's rate (depending on qualifications) after 2 weeks consecutive absence	Acting Principal	Dufferin-Peel RCSS
1/200 per day after 5 consecutive teaching days or 10 substitution days in a given year	Principal's Substitute	Michipicoten Elementary
$\frac{80}{100} \times \frac{\text{V.P's Allowance}}{\text{No. of school days}} \times \text{no. of days absence}$		
	Designated Teacher	Sault Ste. Marie RCSS
1/200 of principals allowance per day	Designated Teacher	Fort Frances-Rainy River RCSS

Two agreements (Leeds and Grenville Elementary and Brant RCSS) explicitly point out that these positions are not to be treated as vice-principals when interpreting the meaning of Section 65 in the School Boards and Teachers Collective Negotiations Act, i.e., they are allowed to strike.

d) Other Positions of Responsibility

Included under this classification are: major and minor department heads, assistant department heads, directors and assistant directors, chairmen, coordinators, consultants, lead teachers, master teachers etc. Allocation provisions for these positions of responsibility are found under diverse sections of the collective agreement; often they are intertwined with responsibility allowances or other forms of working conditions. The relevant clauses pertaining solely to the matter of allocation have been extracted while matters pertaining to monetary allowances, associated qualifications, and attendant duties and responsibilities were omitted, wherever possible.

A comparison of the frequency of staff allocation provisions for positions of responsibility for the agreement years 1977-78 (the date of the last clause file on staff allocation) and 1981-82, indicates a significant increase in provisions among secondary agreements - in most cases, the frequency has almost doubled (see Table 6).

TABLE 6

Frequency of Allocation Provisions Pertaining To Other Positions of Responsibility

	Elementary %	(n)	Secondary %	(n)	R. C. S. S. %	(n)	TOTAL %	(n)
Major Head								
1977-78	0.0	(0)	29.2	(21)	0.0	(0)	10.8	(21)
1981-82	0.0	(0)	58.9	(27)	12.9	(4)	24.4	(31)
Minor Head								
1977-78	0.0	(0)	22.2	(16)	0.0	(0)	8.2	(16)
1981-82	0.0	(0)	45.7	(21)	0.0	(0)	16.5	(21)
Assistant Dept. Head								
1977-78	0.0	(0)	26.4	(19)	0.0	(0)	9.8	(19)
1981-82	0.0	(0)	41.3	(19)	0.0	(0)	15.0	(19)
Director								
1977-78	0.0	(0)	22.2	(16)	0.0	(0)	8.2	(16)
1981-82	0.0	(0)	32.6	(15)	0.0	(0)	11.8	(15)
Assistant Director								
1977-78	0.0	(0)	5.6	(4)	0.0	(0)	2.1	(4)
1981-82	0.0	(0)	6.5	(3)	0.0	(0)	2.4	(3)
Chairman								
1977-78	5.4	(4)	9.7	(7)	0.0	(0)	5.7	(11)
1981-82	10.8	(4)	19.6	(9)	0.0	(0)	10.2	(13)
Coordinator								
1977-78	1.4	(1)	5.6	(4)	0.0	(0)	2.6	(5)
1981-82	0.0	(0)	19.6	(9)	3.2	(1)	7.9	(10)
Agreements on File								
1977-78	74		72		48		194	
1981-82	50		46		31		127	

e) Guidance Teachers

Five (5) of the 127 agreements on file, or 3.9%, have allocation provisions for teachers of guidance. Four are found in secondary agreements; one in RCSS agreements. The ratios of students to guidance personnel are as follows:

1 per school with grades 9 and 10;
1/2 for Holy Name of Mary;
(Dufferin-Peel RCSS)

250:1 (Central Algoma Secondary)

300:1; 400:1 in special vocational schools (Ottawa Secondary)

325:1 (Manitoulin Secondary)

350:1 (Nipigon-Red Rock Secondary)

For agreements containing allocation provisions for Head of Guidance, please refer to the following clauses contained in Section D., Part II, Other Positions of Responisbility:

Carleton Secondary
Essex Secondary
Kapuskasing Secondary
Michipicoten Secondary
Niagara South Secondary
Nipissing Secondary
Renfrew Secondary
Stormont, Dundas and Glengarry Secondary
Sudbury Secondary
Timmins Secondary
Waterloo Secondary
Wellington Secondary
Windsor Secondary
York Region Secondary

f) Librarians

Nine (9) of the 127 agreements on file, or 7.1%, contain allocation provisions for Librarians. Generally, these provisions either:

use of a prorated schedule, e.g., less than 250 pupils equals 0.5 librarian , 250 to 300 pupils equals 0.7 librarian and over 300 pupils equals 1.0 librarian (cf., Sudbury Elementary, Wellington Elementary, Dufferin-Peel RCSS) or,

define a "trigger" for appointing a full-time librarian, e.g., a librarian is appointed once school enrolment

reaches a minimum of 200 students (cf., Kapuskasing Secondary, Kent Secondary, York Region RCSS).

For agreements which contain allocation provisions for Head of Library, please refer to the following clauses contained in Section D, Part II, Other Provisions of Responsibility:

Carleton Secondary
Kapuskasing Seondary
Niagara South Secondary
Nipissing Secondary
Stormont, Dundas and Glengarry Secondary
York Region Secondary

g) Special Education/Resource Staff

Seven (7) of the 127 agreements on file, or 7.1%, contain allocation provisions for special education/resource staff, e.g., behaviour consultants, social workers, speech pathologists, child care workers, psychologists, and psychometrists.

h) Clerical/Secretarial Assistance

Eleven (11) out of the 127 agreements on file, or 8.7%, contain allocation provisions for clerical/secretarial assistance. Seven (7) of these provisions are found in elementary agreements; 4 in RCSS agreements. Some examples are provided below:

"Article 11 - Para Professional Staff
The Board may employ persons who are not qualified as professional teachers to assist teachers, provided that the work of such persons will be confined to duties of a clerical, housekeeping, technological, monitorial or supportive nature." (Windsor RCSS)

"All schools shall have one full-time secretary. Schools with 18 rooms or more will be allocated secretarial

assistance at the rate of 2 1/2 hours for additional rooms." (Essex RCSS)

"Hiring of School Assistants

1. For the school year 1980-81 a lump sum of fifty-five thousand ($55,000) and for the school year 1981-82 a lump sum of fifty-five thousand dollars ($55,000) will be provided for this purpose to be allocated to each school by a committee of two (2) teachers and two (2) supervisory officers using the following criteria:

(a) a basic unit of money for each school
(b) enrolment of the school
(c) needs of the school

2. The sum of money allocated to each school will be used for the hiring of:

i) Secretarial help for Teachers

ii) Personnel for supervision duties, e.g.,
   (a) Lunch duty
   (b) Bus duty

iii) Support personnel." (Nipissing Elementary)

Part II of this clause file which follows consists of a verbatim replication of staff allocation provisions extracted from the one hundred and twenty-seven agreements (127) analyzed.

GENERAL STAFFING PROVISIONS

East York Elementary*

Article 37 - STAFFING COMMITTEES

37.01 A Staff Allocation Committee shall be established and shall consist of one representative appointed by each of the Branch Affiliates and two representatives appointed by the Board.

37.02 The Staff Allocation Committee shall:

(a) meet to discuss and monitor the application of the Staff Allocation Formula, and

(b) receive reports from the schools regarding Staff Deployment, and

(c) report to the Branch Affiliates and the Board.

37.03 The Staff Allocation Committee shall normally meet on a monthly basis or more frequently on the call of either party to this Agreement.

37.04 In addition to the time required to attend Staff Allocation Committee meetings, each Teacher member of the Staff Allocation Committee shall be released from instructional duties without loss of salary, Sick Leave Credits, seniority, Teaching Experience and benefits for up to a total of ten school days in the 1981-82 school year. When necessary the Teacher shall be replaced by a certified occasional teacher pursuant to Article 49.

37.05 By the last school day in June, each Branch Affiliate shall advise the Board of its appointee to the Staff Allocation Committee for the succeeding year.

37.06 The Board recognizes the right of the staff of each school to establish a School Staff Committee.

37.07 The Composition of such a committee and its function should reflect the needs of the particular school.

37.08 The duties of the School Staff Committee shall be reviewed and determined by the staff early in September.

37.09 The staff generated by formula shall normally be deployed within each school in accordance with borough-wide

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* Staffing provisions from other Elementary Boards in Toronto have been omitted to conserve space. These provisions can be obtained from the ERC upon request.

criteria. In each school, the principal and staff or the School Staff Committee shall periodically review the size of classes, the composition thereof, the deployment of staff, and report any serious strain to the Staff Allocation Committee.

37.10 Acknowledging that many factors are involved in the staffing process, the following criteria are to be used as a guideline:

Junior Kindergarten	20 students per one half day
Kindergarten	25 students per one half day
Primary Division	25 students
Junior and Intermediate Division	30 students

37.11 The maximum class size of Special Education classes is determined by Ministry regulations. Actual class size is determined by the composition of the class, taking into account student needs, based on factors such as behaviour learning disabilities and ability to adjust to the school situation.

37.12 In the event that the Branch Affiliates conduct an elementary staffing survey, the Board will allow for the dismissal of the students in the school 30 minutes before regular closing to carry out the survey. The Branch Affiliates shall provide the Board with the complete results of the survey as soon as possible after the results have been compiled.

Article 38 - STAFFING LEVELS, 1981-82

38.01 The number of Teachers to be employed by the Board during the term of this Agreement shall be the number determined by the application of the formulae set forth in Article 39. This shall not preclude the Board from employing Teachers above the formulae number.

38.02 In the application of the formulae in Article 39 the use of the word "enrolment shall refer to enrolment data reported to the School Board by the Board for the last school day in September of the staffing year unless otherwise qualified or designated in this Agreement.

38.03 The formulae used to calculate the number of Teachers are not prescriptive of the use which the Board may make of such Teachers. The Board may use its allocated staff as it sees fit in order to satisfy its own educational needs.

38.04 The number of Teachers provided for the Board as

established in Article 38 shall not include consultants, assistant coordinators, co-ordinators or Teachers centrally employed who do not provide service directly to students. Teachers on any kind of leave as of September 30 in a school year, whether paid or unpaid, shall not be included if such leave is intended to last more than 85 days beyond September 30, but occasional teachers employed to replace such Teachers shall be counted in the number of Teachers. The provisions in this clause concerning leaves shall not apply to leaves for federation business referred to in Article 33.

38.05 The number of Teachers allocated to the Board for Metro-wide special education programs shall be determined by the School Board and reported to the Board and Branch Affiliates.

Article 39 - STAFF ALLOCATION FORMULA

39.01 Classroom staff shall be the total of the following:

Grade Level Classification	Staffing Rate per 1000 Classroom Enrolment
Junior Kindergarten	50.0
Senior Kindergarten	40.0
Grades 1-3	41.1
Grades 4-6	36.9
Grades 7-8	41.6

and shall be based upon the classroom enrolment which shall be determined as follows:

(a) The classroom enrolment for junior and senior kindergarten shall equal the F.T.E. junior and senior kindergarten enrolments respectively for September of the staffing year.

(b) The F.T.E. Enrolments for September of the staffing year for grades 1 to 3 summed, grades 4 to 6 summed and grades 7 and 8 summed shall be reduced prorata by the total calculated special education enrolment as determined in 39.08 (b) (iii) to give the classroom enrolment for each of the three grade level classifications.

39.02 Other school staff shall be:

1.25 staff per education unit; plus
3.20 per 1000 junior enrolment; plus
5.30 staff per 1000 intermediate enrolment

and shall be based upon the F.T.E. Enrolment and the number of education units as reported to the School Board by the Board for September of the staffing year.

(a) The number of schools of each classification in the Board shall be multiplied by the following factors:

School Type Classification	Factor
J.K. to Grade 6	1.00
Senior or Middle	1.00
J.K. to Grade 8	1.10
Composite Elementary	1.50
Junior High School	0.67

(b) The sum of the factored schools from 39.02 (a) shall be the number of education units for the purpose of allocating other school staff.

(c) The sum of F.T.E. Enrolments for September of the staffing year for all grades below the level of grade 7 shall be the junior enrolment for the purposes of allocating other school staff.

(d) The sum of F.T.E. Enrolments for September of the staffing year for all grades above the level of grade 6 shall be the intermediate enrolment for the purposes of allocating other school staff.

39.03 (a) The inner city enrolment for the Board shall be the result of multiplying the greater of the Total Enrolment for September for the year previous to the staffing year or the Total Enrolment for September of the staffing year by the Inner City Percentage of the Board for the staffing year and rounding to the nearest whole number.

(b) The staff allocated by the inner city sub-formula shall be:

4.4 staff per 1000 inner city enrolment

39.04 Local program staff shall be:

5.0 staff plus
1.6 staff per 1000 F.T.E. Enrolment

39.05 (a) The "French enrolment" of the Board shall be determined as the full-time equivalence of French language instructional time of students who received at least 135 minutes per day of instruction in the French language as reported by the Board for September of the year previous to the staffing year.

(b) French program staff shall be:

3.0 staff per 1000 French enrolment

39.06 The enrolment decline staff shall be:

2.0 staff per 1000 enrolment decline plus
0.7 staff per percentage decline

and shall be determined as follows:

(a) The enrolment decline shall be the result of substracting the F.T.E. Enrolment for the staffing year from the F.T.E. Enrolment of the previous year, if the result is a number greater than zero.

(b) The percentage decline shall be the result of multiplying the enrolment decline as determined in 39.06 (a) by the constant 100 and dividing the result by the F.T.E. Enrolment of the year previous to the staffing year and rounding the result to the nearest one-tenth of a percent.

39.07 (a) The staff allocated for English-as-a-Second Language/Dialect (E.S.L./D.) purposes in a school year shall be determined by the application of the formula outlined in 39.07 (a) to 39.07 (f) using the registration data collected in the 48 months up to and including December 31 of the year previous to the staffing year.

(b) Each immigrant student registering in an elementary school or grade 7 or 8 of a junior high school shall be multiplied by a factor according to geographic origin as follows:

Geographic Origin	Entered into Canada Prior to School Registration	
	1-12 months	13-24 months
Europe, Asia, Africa, South America, Central America	1,000	.500

North America, British Isles, Australia and New Zealand	.150	.075
Pacific Islands, East Indies West Indies	.850	.425

(c) The factored registrations from 39.07 (b) shall be furthered weighted corresponding to the time elapsed since the student originally registered in the public elementary school system in Metropolitan Toronto.

Effective for the school years from September 1, 1981 to August 31, 1983

Chronological Time of Registration	Weight
January to June four years ago	.050
July to December four years ago	.100
January to June three years ago	.150
July to December three years ago	.200
January to June two years ago	.250
July to December two years ago	.750
January to June one year ago	1.250
July to December previous	1.750

(d) The sum of the factored and weighted registrations as determined in 39.07 (c) shall be divided by one-half the sum of the weights as outlined in 39.07 (c) to determine the total weighted registrations.

(e) The staff allocated by the E.S.L./D sub-formula shall be:

35.0 staff per 1000 total weighted registrations as determined in 39.07 (d).

39.08 (a) The special education sub-formula shall be based upon calculated special education enrolment as calculated in 39.08 (b). This enrolment shall be based only upon the sum of F.T.E. Enrolments for grades 1 to 8 inclusive.

(b) The calculated special education enrolments shall be determined as follows:

(i) an inner-city based incidence rate shall be generated by multiplying the average inner city incidence rate as set out in column 2 of 39.08 (d) by the Inner City Percentage of the Board and dividing by the weighted average Inner City Percentage of all boards of education in Metropolitan Toronto and the result rounded to the nearest two decimal places;

(ii) The inner city based rate determined in 39.08 (b) (i) shall be added to the overall incidence rate as set out in column 3 of 39.08 (d) to determine the total special education incidence rate for the Board;

(iii) the incidence rate as determined 39.08 (b) (ii) shall be multiplied by the greater of the F.T.E. Enrolments (grades 1 to 8 inclusive) for the September previous to the staffing year or for September of the staffing year and this result divided by the constant 1000 and rounded to the nearest whole number to produce the calculated special education enrolment.

(c) The calculated special education enrolment is determined in 39.08 (b) shall be multiplied by the staffing rate as set out in column 4 of 39.08 (d) and divided by the constant 1000 to determine the special education subformula staff allocation.

(d)

(1)	(2) Incidence Rates Per 1000		(3)	(4)
School Year	Inner-City		Overall Rate	Staffing rate per 1000 Calculated Sp. Ed. Enrolment
1981-82	8.8		41.2	118
1982-83	9.5		46.5	120

39.09 The staff allocated by the January enrolment adjustment

sub-formula shall be:

25.0 staff per 1000 weighted enrolment changes as determined in sub-clause (b) and shall be determined as follows:

(a) The staff allocated to the Board shall be adjusted to allow for probable changes in enrolment levels during the school year.

(b) The changes in F.T.E. Enrolment between the last school day in September and the last school day in January in each of the three school years previous to the staffing year shall be weighted as follows:

September to January F.T.E. Enrolment Change	Weight
three school years ago	0.30
two school years ago	0.33
previous school year	0.37

Article 40 - PROCEDURES FOR IMPLEMENTING STAFFING LEVELS

40.01 The Board shall make every reasonable effort to employ 100% of its staff allocation based on September actual enrolments by September 30 or as soon after this date as feasible.

40.02 The Board shall forward to the Branch Affiliates by October 20 a preliminary report on the calculation of the staffing levels based on September actual enrolments.

40.03 The Board shall foward to the Branch Affiliates by December 15 a final report on the final calculation of the staffing levels based on September actual enrolments together with a report of the actual staff employed as of the last school day of September, October and November.

Article 41 - STAFFING FOR THE YEAR FOLLOWING TERMINATION OF THIS AGREEMENT

41.01 The number of Teachers to be employed by the Board for the school year commencing September 1, 1982 shall be determined by the application of the formulae as set out in Article 39.

41.02 The Board and Branch Affiliates agree to include the staffing provisions referred to in 41.01 in the collective agreement next following this Agreement.

Article 46 - TEACHING ASSIGNMENT

46.01 Every effort shall be made in each school to allocate the teaching assignment as equitable as possible with the following factors in mind:

(a) number of courses

(b) number of grades

(c) composition of classes (ages, ability levels, etc.)

(d) size of classes

(e) number of different classes

(f) number of teaching areas

(g) number of pupil-teacher contacts.

46.02 Where a Teacher feels the assignment is unreasonable, the situation may be referred to the principal and staff or School Staff Committee for review and adjustment. Failing modification, the situation may be reported to the appropriate assistant superintendent and Branch Affiliate for further consideration.

Hastings Elementary, 1980-82

STAFFING:

The established method of determining staff will remain unchanged for the life of this contract.

STAFFING UNITS
SCHOOLS FOR TRAINABLE RETARDED CHILDREN
(Based on an average class size of 12 students)

	Wm.R. Kirk	Bridgewater	L'Amable
O.P.E. - Sept., 1978	118	30	14
Weighted O.P.E. - Sept., 1978	179.2	42.6	22.8
Staffing Units based on Weighted O.P.E.	14.93	3.55	1.9
Principal	1.00	.75	.5
Vice-Principal	1.00	0	0
Home Economics	. 5	0	0
Industrial Arts	. 5	0	0
Totals	17.93	4.30	2.4
Adjustments (see note below)	.50	0	0
Totals	17.43	4.30	2.4
Proposed Staffing Units, Sept., 1978	17.5	4.25	2.50

Note: (a) Vice Principal at W.R. Kirk will teach half time, so a further reduction of .5 Staffing Units could be made.

FUNCTION - INSTRUCTION
PROGRAM - STAFFING

DESCRIPTION

Units of Professional Strength formulae provide staff in a fair and equitable manner to Elementary and Secondary Schools.

The formulae are composed of a number of Factors intended to allot teaching strength in accordance with program needs and emphasis.

Teacher Responsibilities may include Out-of-Class Duties.

ELEMENTARY

The factors used in calculating the number of Units of Professional Strength are as follows:-

FACTORS	ELEMENTARY
Average Class Size	25 Students Grades 1 - 3 32 Students Grades 4 - 8
Special Education	20 Students for Improvement or Special Education Teacher + 2 Teachers per A.S.G. + 4.5 Staffing of S.L.D. Classes
Kindergarten	40 Half-time Students 1 Teacher
Teacher Responsibilities	100%
Principal	.4 Staff for 100 Students .2 for each additional 100 1.0 Maximum
Vice-Principal	.1 per 100 Students
Library-Resource Teacher	.1 per 100 Students with minimum of 0.5
Guidance	.1 per 100 Students
Department Heads	----
Industrial Arts & Home Economics	.5 Teacher for full-time program in each subject
Conversational French	.08 per 30 Students
Small School Factor	1.0 for Schools under 300 Students

February 28, 1977

Effective September 1981, an elementary school with grade 7 and 8 students will be staffed with a Vice-Principal, notwithstanding the possibility that the enrolment in some schools may be less than 300 students; not to apply to schools whose enrolment drops below 150 students.

London Elementary, 1980-82

Class Loading Ratio

As of September 30 in each of the years specified, the system class-loading ratio, as determined by the formula in effect during the school year 1979-80, shall be as follows:

School Year	Class Loading Ratio
1980-81	28.3:1
1981-82	28.1:1
1982-83	27.9:1

THE BOARD OF EDUCATION FOR THE CITY OF LONDON

MEMORANDUM

FROM: SUPERINTENDENT OF OPERATIONS 1978-79 OP-02

DISTRIBUTION: 1978 September 01

FOR ACTION: Elementary School Principals

FOR INFORMATION: Academic Council

SUBJECT(S) : OPERATIONS DEPARTMENT ELEMENTARY STAFFING 1978-79 - ELEMENTARY SCHOOL GUIDELINES

The following is an Operations Department guidelines statement re staffing in the elementary schools of London for the 1978-79 school year. The statement is meant as a guideline for principals and area superintendents. Any change arising from the collective agreement with elementary school teachers will supersede this guideline.

Teaching Vice-Principals

Personnel Manual for Teachers 5.1
On June 1958, the Board established the policy of appointing vice-principals to elementary schools with 13 or more classrooms.

A "Classroom" is a group of students with a teacher in a room or area.

The full-time librarian, full-time guidance counsellor, full-time equivalent Industrial Arts and Family Studies teachers shall be included.

The following units qualify for teaching vice-principals.

Aberdeen
Arthur Ford
Arthur Stringer
Lord Elgin
Lord Roberts - Ecole Alexandra
Mountsfield

Bishop Townsend - Boyle Memorial
Brick - Manor & Highland Park
Byron Northview
Byron Southwood
Chippewa
C.C. Carrothers
Cleardale
Ealing
F.D. Roosevelt
Fairmont
Hillcrest
J. P. Robarts
Knollwood
Lady Beck
Trafalgar
Tweedsmuir
Nicholas Wilson
Northbrae
Northridge
Oak Park - John Dearness
Orchard Park - University Heights - Sherwood Forest
Prince Charles
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir Winston Churchill
Stoneybrock
Tecumseh
Victoria - Kensal Park
Wortley Road

Total - 37 Vice-Principals

Non-Teaching Vice-Principals

The following units are authorized to have non-teaching vice-principals:

Emil Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Lester B. Pearson
Lord Nelson
Lorne Avenue
Princess Elizabeth
Sir John A. MacDonald
Westmount
White Oaks
Wilton Grove
Woodland Heights

All schools designated as senior schools and other schools having .25 or more open classrooms qualify for a non-teaching vice-principal. A major unit is treated as one school for this purpose.

Total - 12 Vice-Principals

Teaching Principals

The following schools shall have teaching principals. These schools qualify for .5 principal's relief.

Clara Brenton
Glen Cairn
Masonville
Northdale
Sir Georges E. Cartier (effective 1979 Jan.)
W. Sherwood Fox

All elementary schools having fewer than 13 open classrooms are administered by a teaching principal, who is allowed .5 relief time.

Total - 6 principals

Non-Teaching Principals

All other schools will be administered by a non-teaching principal.

All elementary schools having more than 12 open classrooms by definition are administered by a non-teaching principal.

These schools are:

Aberdeen
Arthur Ford
Arthur Stringer
Bishop Townshend - Boyle Memorial
Brick Street - Manor & Highland Park
Cleardale
Ealing
Emily Carr
Empress - Oxford Park
Evelyn Harrison - Huron Heights
Fairmont
Franklin D. Roosevelt
Hillcrest
John Dearness - Oak Park
J. P. Robarts
Knollwood Park
Lady Beck
L. B. Pearson
Lord Elgin
Lord Nelson
Lord Roberts - Ecole Alexandra
Lorne Avenue
Mountsfield
Nicholas Wilson
Northbrae
Northbridge
Byron Northview
Byron Southwood
C. C. Carrothers
Chippewa
Oxford Park - University Heights - Sherwood Forest
Prince Charles
Princess Elizabeth
Riverside - Westdale
Ryerson
St. George's
Sir Isaac Brock
Sir John A. Macdonald
Sir Winston Churchill
Stoneybrook
Tecumseh
Trafalgar
Tweedsmuir
Victoria - Kensal Park
Westmount
White Oaks
Wilton Grove
Woodland Heights
Wortley Road

Total - 49 principals

Chairmen

The following major units qualify for chairmen during 1978-79:

Bishop Townshend - Boyle Memorial	(1)	Manor & Highland Park - Brick Street	(1)
Empress - Oxford Park	(1)	Oak Park - John Dearness -	(1)
Evelyn Harrison - Huron Heights	(1)	Orchard Park - University Heights - Sherwood Forest	(2)
Lord Roberts - Ecole Alexandra	(1)	Riverside - Westdale	(1)
		Victoria - Kensal Park	(1)

Chairmen are to be counted as regular teachers in the class loading.

Total - 10 Chairmen

Principal's Relief

Principal's relief teachers are authorized on a half-time basis in the following schools:

Clara Brenton
Glen Cairn
Masonville
Northdale
Sir George E. Cartier
(after 1979 Jan. 01)
W. Sherwood Fox

Total - 6 x .5 = 3.0 teachers

Relief for Major Units

The following schedule of relief time for vice-principals is authorized for the following major units:

Bishop Townshend		Oak Park	
- Boyle Memorial	.2 teacher	- John Dearness	.2 teacher
Empress		Orchard Park	
- Oxford Park	Nil	- University Heights	
Evelyn Harrison		- Sherwood Forest	.5 teacher
- Huron Heights	Nil	Riverside	
Lord Roberts		- Westdale	.2 teacher
- Ecole Alexandra	.5 teacher	Victoria	
Manor & Highland Park		- Kensal Park	.2 teacher
- Brick Street	.2 teacher		

Total - 2.0 teachers

Empress - Oxford Park and Evelyn Harrison - Huron Heights are excluded because the units have a non-teaching principal and non-teaching vice-principal.

Kindergarten Teachers

Allocation of kindergarten staff will be on the basis of verified enrolment on the last school day of the first week in September. Allocations shall be as follows, with the Area Superintendent having authority to make exceptions in unusual circumstances.

1 - 25 pupils	-	.5 teacher
26 - 32 pupils	-	.5 teacher
		.5 teacher's aide
33 - 50 pupils	-	1.0 teacher
51 - 57 pupils	-	1.0 teacher
		.5 teacher's aide
58 - 75 pupils	-	1.5 teachers
76 - 82 pupils	-	1.5 teachers
		.5 teacher's aide
82 pupils +	-	2.0 teachers

Librarians

The Librarians' complement has been allocated by areas as follows:

Area 1 - J. E. Townshend	9.7 teachers
Area 2 - J. N. Maycock	9.0 teachers
Area 3 - L. W. Hooper	6.5 teachers
Area 4 - R. J. Gladwell	8.3 teachers
Area 5 - W. G. Traut	10.0 teachers
Area 6 - G. Thatcher	9.5 teachers

Total - 53 teachers

Family Studies and Industrial Arts

The following schools are authorized for teachers in Family Studies and Industrial Arts as follows:

Empress	(2.0)	Mountsfield	(2.0)	Tecumseh	(1.0)
Huron Heights	(2.0)	Northridge	(2.0)	Tweensmuir	(1.0)
Knollwood Park	(2.0)	Prince		Westdale	(2.0)
Lord Nelson	(2.0)	Charles	(2.0)	Westmount	(2.0)
Lorne Avenue	(2.0)	Princess		White Oaks	(2.0)
Lester B.Pearson	(2.0)	Elizabeth	(2.0)	Woodland	
		Ryerson	(2.0)	Heights	(2.0)
		Sir John A.		Wilton	
		Macdonald	(2.0)	Grove	(2.0)

Total - 36 teachers

Regular Teachers - Grades 1 - VIII

The complement of regular teachers has been determined for 1978-79 by dividing the total verified enrolment - 1 - VIII on 1978 September 30 by 28.4. Allocations have been made to area superintendents and they, in turn, have authority to make assignments to schools, provided that the general allocation is not exceeded. In determining the complement of regular teachers the following must be included:

1 for each teaching principal - principal relief combination
1 for each teaching vice-principal
1 for each chairman
1 for each full-time equivalent itinerant French, extra music or other teacher charged to Operations general instructional salaries budget, exclusive of kindergarten teachers

Total Regular 1 - VIII Teachers - determined by 1978 September 30 verified enrolment - 1 - VIII divided by 28.4

All Other Teachers

All other teachers in the schools are charged to the Student

Services budget and allocations are determined according to budget agreements. Communications regarding staffing arrangements will come from the Superintendent's office.

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W. Ford
Superintendent of Operations

Previous Memo - OP-01, 1978 September 01, Memoranda During 1978-79.

Sudbury Elementary, 1981-82

THE STAFFING FORMULA

It is desirable that the formula as outlined below be used to generate a staff complement for each elmentary school. When applying this formula, twin schools will be considered as one school.

When a total staff is assigned to a school, it will be the responsibility of the Principal (after consultation with the staff and subject to the approval of the Superintendent of Schools) to organize the classes and to determine the teaching and supervisory functions of the staff.

The staffing complement in each school will be determined in the following manner:

1. On or about April 15, a staff complement will be assigned to each school by applying the staffing formula to the Officially Predicted Enrolment.
2. Those fractions of the total staff from .01 to .49 and from .51 to .99 will be consolidated in a central staffpool to be allocated to schools on the basis of need as determined by the Superintendent of Operations in consultation with the Presidents of the Branch Affiliates and the Chairperson of the E.P.C. or their delegates.
3. Any reserve in the central staffing pool will be used to assist in meeting needs in schools as they occur in September.

STAFFING FORMULA

PART A

Kindergarten Junior Kindergarten and JK-SK Combined Classes	10 - 21 pupils -- 0.5 teacher 22 - 42 pupils -- 1.0 teacher 43+ pupils -- 1.5 teachers
Senior Kindergarten	10 - 25 pupils -- 0.5 teacher 26 - 50 pupils -- 1.0 teacher 51+ pupils -- 1.5 teachers

A tolerance of +3 pupils will be permitted in each of the above groupings.

Pupils 1-8

Primary	(P)	27.5 pupils -- 1.0 teacher
Junior	(J)	27.5 pupils -- 1.0 teacher
Intermediate	(I)	32.0 pupils -- 1.0 teacher

Industrial Arts and Family Studies (Grades 7 and 8 pupils only)

300 pupils -- 1.0 teacher

Library (count all pupils, JK and SK pupils as 0.5)
0 - 299.5 pupils -- 0.5 teacher
300+ pupils -- 1.0 teacher

Principal - Administration Time (twinned schools are considered as one staff)

Up to 6.9 teachers -- 0.5
7 to 15.9 teachers -- 0.1 for each 2 teachers
16+ teachers -- 1.0

Vice-Principal - Administration Time
16+ teachers -- 0.1 for each 2 teachers

It is understood that the following programs which are funded by a special weighting factor from the Ministry of Education will be staffed on the basis of Part B so long as the rate of funding described in Ontario Regulation 108/79 is maintained.

PART B

Special Education Including L.D.

Itinerant support services and specified programs will be determined first, and then a school factor will be established.

Immersion French

Use the same criteria as for regular classes except where extra staff is needed for the growing program. The extra teachers will be from Part A in consultation with the Presidents of the Branch Affiliates.

Hearing Impaired

H.I. - 6.0 pupils -- 1.0 teacher

Oral French (all Primary and Junior pupils)

O.F. - 300 pupils -- 1.0 teacher

NOTE: Total teachers - Part A + Part B

NOTE: Twinned schools are to be considered as one school.

East York Secondary*, 1980-82

STAFFING

3.1.0.0.0. THE STAFF ALLOCATION COMMITTEE (SECONDARY)

3.1.1.0.0. The Staff Allocation Committee (Secondary) shall be structured as follows:

3.1.1.1.0 a representative of each of the Branch Affiliates;

3.1.1.2.0. a senior administrative official from each of the Boards except the Metropolitan Toronto School Board; and

3.1.1.3.0. a senior administrative official from The Metropolitan Toronto School Board to act as chairman.

3.1.2.0.0. Each Teacher member of the S.A.C. shall be excused from teaching duties each day by approximately 12:00 noon and shall have a one-half teaching load. Each Teacher member of S.A.C. shall receive credit for a full year of Teaching Experience, 100% of his salary and 100% of the Board's share of the cost of Employee Benefits under the provisions of this Agreement.

3.1.3.0.0. The name of each Teacher member of S.A.C. for a school year shall be forwarded to his Director of Education and the chairman of S.A.C. not later than the March 31 preceding that school year, whenever possible.

3.1.3.0.0. The name and position of each of the senior administrative officials in 3.1.1.2.0. shall be forwarded to the chairman of S.A.C. not later than the March 31 preceding that school year, whenever possible.

3.1.4.0.0. Each Teacher member of S.A.C. may visit schools and administrative offices in his Board to consult with principals or their in-school designates and superintendents regarding staff requirements, teacher workload, timetabling and actual and projected enrolments.

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* Staffing provisions from other secondary Boards in Toronto have been omitted to conceive space. These provisions can be obtained from the ERC upon request.

3.1.5.0.0. The S.A.C. shall meet from time to time during the term of this Agreement to consult on staffing matters and by March 10 to prepare recommendations for the persons representing the Boards and Branch Affiliates in negotiations concerning the allotment of teaching staff to the Boards for the following September but without changing the total number of Teachers as determined by application of the formulae in this Agreement.

3.1.6.0.0. The members of S.A.C. shall receive, or have made available to them, enrolment data and projections as follows:

3.1.6.1.0. reports of the projected Total Enrolments and Contact Enrolments on a Board-by-Board basis 4 times a year as collected and supplied by The Metropolitan Toronto School Board on or about November 30, March 15, May 15 and June 15;

3.1.6.2.0. if requested, a report of the actual Total Enrolment on a Board-by-Board basis for each month as prepared and supplied by The Metropolitan Toronto School Board;

3.1.6.3.0. the actual Total Enrolments on a school-by-school basis for each month, as utilized in the preparation of the report referred to in 3.1.6.2.0. will be available at the administrative offices of The Metropolitan Toronto School Board for the inspection and use of the members of the S.A.C.;

3.1.6.4.0. a report of the Total Enrolments and Contact Enrolments as of September 30 on a school-by-school and Board-by-Board basis; and

3.1.6.5.0. the reasons for major changes in projected enrolments to be supplied by the appropriate Board officials.

3.1.7.0.0. Each of the Teacher members of the S.A.C. shall receive, upon request, from his Board, available information necessary to analyse staffing requirments and/or to project allocation of staff for the following year.

3.1.8.0.0. Staffing information which both the Boards and Branch Affiliates agree is to be collected by the S.A.C. survey referred to in 4.8.1.0.0. shall be freely accessible to the Boards on payment of an equal share of the costs. The Branch Affiliates shall provide to the Boards computer printouts of such information on the same basis as in the 1976-77 school year.

3.2.0.0.0. DETERMINATION OF THE TOTAL NUMBER OF TEACHERS

3.2.1.0.0. The total number of Teachers to be employed by each Board during the term of this Agreement shall be determined by the application of the formulae set forth in 3.2.2.0.0. to 3.2.5.0.0. inclusive to the actual Total Enrolment for each Board as of September 30 in the school year.

3.2.2.0.0. STAFF ALLOCATION FORMULA (SECONDARY)

3.2.2.1.0. Secondary Schools

3.2.2.1.1. Classroom Teachers

P.P.C. Classification	Equivalent Student Enrolment (as defined in 3.2.3.0.0.) divided by
Advanced Level	20.9
General Level	20.0
Shop	15.0
Occupational	14.4
Special Vocational	13.6

3.2.2.1.2. Non-Classroom Teachers

Staff Classification	Number of Teachers except principals per 1000 Total Enrolment
Supervisory	1.5
Library Resource	1.5
Guidance	3.0
Other Administration	1.7
Principals	1 per school

3.2.2.1.3. Other Staff

Basic Board Staff	3 per Board
Local Programs	1.0% of 3.2.2.1.1. and 3.2.2.1.2. above
Static Classes and Special Education	as per formulae in 3.2.2.4.0. to 3.2.2.4.6.

Metro-wide Special Education	see 3.2.2.5.0. to 3.2.2.5.1.
E.S.L.	as per formula in 3.2.2.6.0. to 3.2.2.6.5.
Adult E.S.L.	see 3.2.2.7.0. to 3.2.2.7.1.
New School Opening (year of opening)	2 per school

3.2.2.2.0. Junior High Schools

3.2.2.2.1. Classroom Teachers

	Total Grade 9 Enrolment less calculated special education enrolment (3.2.2.3.6.) divided by
Grade 9	19.0

3.2.2.2.2. Non-Classroom Teachers

Staff Classification	Number of Teachers except principals per 1000 Total Enrolment
Supervisory	1.0
Library Resource	1.5
Guidance	2.0
Other Administration	1.3
Principals	.33 per school

3.2.2.2.3. Other Staff

Special Education	see 3.2.2.4.6.
E.S.L.	included in formula in 3.2.2.6.0. to 3.2.2.6.5.
Local Programs	1.5% of 3.2.2.2.1. and 3.2.2.2.2. above
New School Opening (year of opening)	.33 per school

3.2.2.3.0. Section 35(1) of Regulation 704 as amended to date states:

"35.- (1) The maximum enrolment in a special education class shall depend upon the extent of the exceptionalities of the pupils in the class and the special education services that are available to the teacher, but in no case shall the enrolment exceed, ...

(e) after the 1st day of September, 1981, in a class in general studies for pupils who are in a special vocational or an occupational program, twenty pupils;

(f) after the 1st day of September, 1981, in a class of technological studies for pupils who are in a special vocational or an occupational program, sixteen pupils."

3.2.2.3.1. To facilitate the implementation of such Regulation, the Boards and Branch Affiliates will endeavour to have the Staff Allocation Committee (Secondary) report on the necessary revisions to the divisors as set out above.

3.2.2.3.2. In addition to the staff generated by the formula, additional Teachers will be provided in 1980-81 as follows:

Etobicoke	11.5
Scarborough	30.5
East York	1.0

for Special Vocational and/or Occupational pupils, to be accounted for when the number of Teachers to satisfy Regulation 704 is fully determined. At such time the necessary changes to the divisors in the Metro Staff Allocation Formula will be made.

3.2.2.4.0. The following calculations shall determine the number of Teachers to be allocated to each Board for Special Education and Static Class purposes:

3.2.2.4.1. The Total Enrolment shall be reduced by subtracting the calculated enrolment in adult E.S.L. Programs and in Metrowide Special Education programs to determine the Contact Enrolment.

3.2.2.4.2. The Contact Enrolments for Special Vocational E_1, Occupational E_2 and for remaining students E_3 shall be determined by multiplying the total Contact Enrolment by the corresponding percentages determined in 3.2.3.0.0. to 3.2.3.5.0. inclusive.

3.2.2.4.3. These enrolments shall be divided by the corresponding incidence rates to determine the number of Static Class and Special Education students as follows: Static Class Enrolment = $E_1/35$ Special Education Enrolment = $(E_2/70) + (E_3/900)$

3.2.2.4.4. The enrolments as determined in 3.2.2.4.3. shall be divided by 8 to arrive at the gross number of Static Class staff and the gross number of Special Education staff.

3.2.2.4.5. The classroom Teachers generated by the application of the formula in 3.2.2.1.1. to the enrolments as determined in 3.2.2.4.3. shall be subtracted from the gross number of staff generated in 3.2.2.4.4. to give the number of Static Class and Special Education Teachers to be allocated to each Board.

3.2.2.4.6. The number of Teachers to be allocated for Special Education programs in Grade 9 of the junior high schools shall be determined by first calculating the Special Education enrolment by dividing the total full-time equivalent enrolment by 90; and dividing this resulting enrolment by 8.

3.2.2.5.0. The number of Teachers to be allocated for Metro-wide Special Education programs shall be determined by The Metropolitan Toronto School Board.

3.2.2.5.1. For each Teacher allocated in 3.2.2.5.0., the Total Enrolment of a Board shall be reduced by 8 when determining the Contact Enrolment.

3.2.2.6.0. The following calculations shall determine the number of Teachers to be allocated for E.S.L. purposes in each Board including Grade 9 of the junior high schools but exclusive of adult E.S.L.

3.2.2.6.1. Each Immigrant Student registering in a secondary school or Grade 9 of a junior high school shall be given a statistical weighting according to geographic origin as follows:

Geographic Origin	Entered into Canada Prior to School Registration	
	1-12 months	13-24 months
Europe, Asia, Africa, South America Central America	1.000	.500
North America	.150	.075
British Isles, Australia and New Zealand		
Pacific Islands, East Indies, West Indies	.850	.425

3.2.2.6.2. The weighting given to each regristration in 3.2.2.6.1. shall be multiplied by a factor corresponding to the time elapsed since the student originally registered in the public elementary and secondary school system in Metropolitan Toronto.

Effective for the school years from September 1, 1980 to August 31, 1983

Chronological Time of Registration	Factor
January to June 3 years ago	.150
July to December 3 years ago	.200
January to June 2 years ago	.250
July to December 2 years ago	.375
January to June a year ago	.500
July to December previous	.625

3.2.2.6.3. The total of the weighted registrations as determined in 3.2.2.6.2. shall be divided by 11.5 to obtain the gross number of E.S.L. Teachers.

3.2.2.6.4. The classroom Teachers generated by the application of the formula in 3.2.2.1.1. to the weighted registrations determined in 3.2.2.6.2. shall be subtracted from the gross number of Teachers generated in 3.2.2.6.3. to obtain the number of E.S.L. Teachers to be allocated to each Board.

3.2.2.6.5. The staff allocated for E.S.L. purposes in a school year shall be determined by the application of the formula outlined in 3.2.2.6.0. to 3.2.2.6.4. to the weighted registration data collected in the 36 months up to and including December 31 of the preceeding year.

3.2.2.7.0. The number of Teachers to be allocated for adult E.S.L. programs shall be as determined by The Metropolitan Toronto School Board.

3.2.2.7.1. For each Teacher allocated in 3.2.2.7.0., the Total Enrolment of a Board shall be reduced by 1 multiplied by the advanced divisor in 3.2.2.1.1. when determining the Contact Enrolment.

3.2.3.0.0. In the formula for secondary schools set forth in 3.2.2.1.0. to 3.2.2.2.3. inclusive, the equivalent student enrolments for each Board, the sum of which equals the Contact Enrolment for that Board, shall be calculated as follows:

3.2.3.1.0. The timetable of each Teacher in each school as of the last school day in September shall be analysed to determine a total number of Contacts in each school for each of the 5 P.P.C. classifications;

3.2.3.2.0. the total for each P.P.C. classification in each school shall then be expressed as a percentage of the total number of Contacts in the school to 2 decimal accuracy;

3.2.3.3.0. the percentages calculated in 3.2.3.2.0. shall be multiplied by the Contact Enrolment in the school to determine the equivalent student enrolment for each P.P.C. classification in the school;

3.2.3.4.0. these equivalent student enrolments for each P.P.C. classification shall be summed for

all schools in each Board to obtain totals for each Board;

3.2.3.5.0. the totals for each P.P.C. classification for each Board shall then be expressed as percentages of the total of the school equivalent students for the Board to 2 decimal accuracy; and

3.2.3.6.0. the percentage calculated as in 3.2.3.5.0. for the previous year shall be multiplied by the Contact Enrolment in each Board (actual, as of September 30, or projected, depending on the data to which the formula is to be applied) to determine the equivalent student enrolment for each P.P.C. classification for each Board.

3.2.4.0.0. The number of Teachers provided for by the operation of the formulae set forth in 3.2.2.0.0. to 3.2.5.0.0. inclusive shall not include consultants, assistant co-ordinators or co-ordinators. Teachers on any kind of leave as of September 30 in a school year, whether paid or unpaid, shall not be included if such leave is intended to last more than 80 days beyond September 30 but Occasional Teachers employed to replace such Teachers shall be counted in the number of Teachers.

3.2.5.0.0. Where equivalent full-time day students, in respect of whom the Ministry of Education provides grant money, do not fall within any of the 5 P.P.C. classifications, they shall generale, at a minimum, a professional teaching staff equivalent to that staff generated by Advanced Level academic students.

3.2.6.0.0. The formulae set out in 3.2.2.0.0. shall be used to determine the allocation of teaching staff to the Boards on an equitable basis and are not meant to be prescriptive of the use which Boards may make of such Teachers. A Board may use its allotted staff as it sees fit in order to satisfy its own educational needs.

3.3.0.0.0. PROCEDURES FOR IMPLEMENTING STAFFING LEVELS

3.3.1.0.0. The following procedures shall be implemented in order that the S.A.C. may be kept fully informed of the staffing situation of each Board:

3.3.1.1.0. by September 20, the S.A.C. will meet to receive a preliminary report on staffing levels based on projected September enrolments;

3.3.1.2.0. a meeting of S.A.C. will be held by October 20 to receive a further staffing report based on the actual September 30 enrolments;

3.3.1.3.0. if the actual September 30 enrolments are not available, the report will be based on the most accurate figures that are available;

3.3.1.4.0. for each of the months from October through January, a report on staffing levels will be prepared for S.A.C. by the 25th of each following month; and

3.3.1.5.0. subject to the agreement of S.A.C. dates set forth in 3.3.1.1.0. to 3.3.1.4.0. inclusive may be changed if the S.A.C. feels that rigid adherence to them restricts the efficiency of S.A.C.

3.3.2.0.0. On October 10, or as soon as possible thereafter if a Board has not determined its actual September 30 Total Enrolment, the senior administrative official and the representative of the Branch Affiliate shall receive on request a staffing report based on the actual September 30 Total Enrolment.

3.3.3.0.0. By September 30, every reasonable effort shall be made by each Board to hire 100% of its allotted staff based on September 30 actual Total Enrolment.

3.3.4.0.0. In the event of a failure to hire the total number of Teachers as determined for allocation under the terms of this Agreement by Septebmer 30 in a school year, the Board or Boards which has or have not hired its total number of Teachers by the said date shall forthwith furnish the relevant Branch Affiliate or Branch Affiliates with the reasons for such failure. The Branch Affiliate or Branch Affiliates in question may submit such reasons to the grievance procedure under this Agreement. If the award of an arbitration

board or arbitrator determines that such reasons are arbitrary, unreasonable or in bad faith, such award may make such order for the rectification of the situation, including the awarding of compensatory sums of money to 1 or more Teachers or to a Branch Affiliate, as may be deemed appropriate in he circumstances.

3.3.5.0.0. Members of branch affiliates, other than the Branch Affiliates that are parties to this Agreement, who are employed by a Board in junior high schools on the basis of the enrolment of pupils used in the determination of total number of Teachers under 3.2.0.0.0. to 3.2.5.0.0. inclusive shall be counted as Teachers for purposes of this determination.

3.3.6.0.0. The total number of Teachers allocated to Boards as determined by student enrolment in junior high schools shall not be less than the sum of:

(a) The staff allocated to junior high schools determined by the application of the elementary formula for grades 7 and 8 enrolments; and

(b) the staff allocated to junior high schools determined by the application of the junior high school formula for grade 9 enrolment contained in clauses 3.2.2.2.0. to 3.2.2.2.3. inclusive in the Agreement.

3.3.7.0.0. Teachers employed for specified period to replace Teachers who are absent on leave for a period of more than 80 days, and Occasional Teachers employed to replace Teachers absent on leave for a period of more than 80 days, shall be counted as Teachers for the purpose of determining whether the requirements of the Agreement have been satisfied regarding the total number of Teachers to be employed by the Boards under 3.2.0.0.0. to 3.2.5.0.0. inclusive.

Ottawa Secondary, 1980-82

Article 20 - Staffing & Conditions of Work

Staffing of Schools

20.01 It is clearly understood that the allocation of staff within each school shall be determined by the Principal in consultation with his staff and the Superintendents.

The formulation contained in Article 20 will be used to determine the allocation of minimum total teaching staff for each school for the school years 1981-82 and 1982-83.

20.02 a) Exclusive of support staff, under 20.02(c), Teachers on Education Leave, central staff and special education Teachers, the formulation determines the number of Teachers which shall be allocated to a school when average class size is determined by multiplying each Loading Factor stipulated in 20.02(b) by a constant which for the school years 1981-82 and 1982-83 is stipulated as 13 plus or minus .25.

b) Classroom Teacher Formula	Loading Factor	
	1981-82	1982-83
1. Academic Advanced & Enriched	2.10	2.10
2. Academic General	1.95	1.90
3. French-Anglais (second language)	1.70	1.70
4. Technical & Home Economics	1.30	1.30
5. Special Vocational Academic (e.g., Borden or Highland Park, McArthur & Cartier where such programmes are applicable)	1.20	1.20
6. Special Vocational Shops (e.g., Borden)	1.00	1.00
7. Vocational Academic (e.g., Highland Park)	1.50	1.50
8. Vocational Shops (e.g., Highland Park)	1.20	1.20

c) Support Staff

1. Principal: 1 per school

2. Criteria for the appointment and withdrawal of Vice-Principals

i) Where the school enrolment exceeds 1,200 students, the school will be allocated 2.0 Vice-Principals.

ii) Where the school enrolment exceeds 900 students, but is less than 1,200 students, the school will be allocated 1.5 Vice-Principals.

iii) Schools with less than 900 students, other than where (iv) applies, shall be allocated 1.0 Vice-Principals.

iv) In Special Vocational Schools and Vocational Schools with enrolment over 600 pupils, there shall be two (2) Vice-Principals.

Note During the 1981-82 school year, the Vice-Principal Review Committee will study the criteria for the appointment and withdrawal of Vice-Principals and will report its findings by December 1981 to the Consultation Committee for further deliberation, with a view to making a joint recommendation to the Employer and to the Branch Affiliates by January 1982 on revised criteria for implementation in September 1982.

In the interim, the parties have agred that effective September 1, 1981, Vice-Principals will be appointed to the level of 1.5 in those schools with an enrolment in excess of 650 students. These positions will remain in place until the parties have implemented the recommendations of the Consultation Committee. These recommendations must be submitted for approval by the parties by February 1982.

3. Librarians: Two (2) per school - one (1) Teacher Librarian and either a professional Librarian or another Teacher Librarian, except for Vocational and special Vocational Schools where there shall be one Librarian only.

4. Guidance Counsellors: one (1) per 300 students and in special Vocational Schools, one (1) more per 400 students or major part thereof.

5. Allowance for Heads of Organizational Units: one sixth (1/6) Teacher for each Organizational Unit.

20.03 X-Factor

a) Within the parameters of the X-factor as established in 20.02 above, the constant X-factor shall have a precise application at a definite value as determined by the Employer following receipt of recommendations of the Consultation Committee. The exact value of the X-factor to two decimal places for the system shall be determined by the Employer no later than March 31, and shall be applied on the basis of the projected September 30 enrolment as determined by the Employer following consultation with the Principals.

b) The parties agree that staffing shall be such as of September 30, using actual enrolment, as to the result in an X-factor value of 13 plus or minus .25.

Should staff be insufficient to attain an X-factor of 13.25, the Employer shall hire such staff as required to attain the level 13.25. Should staff be in excess of that required to attain an X-factor of 12.75, Teachers may be laid off using procedures of Article 18, effective December 31 as required to attain a level of 12.75.

Peterborough Secondary, 1981-82

Article XVII - Units of Strength for Staffing Secondary Schools to Provide for Quality Education

17.01 In order to staff secondary schools in a manner which will provide the utmost flexibility for the type of staff which a school needs, professional and support staff for secondary schools will be provided on a units of strength for staffing as follows:

17.01.01 The classroom teacher represents the basic unit. All other units are defined in terms of their relationship to the basic unit, having taken into account basic salary, additional responsibility allowance and time free for supervision.

17.01.02 Units defined for the years 1982-83 and 1983-84

Position	Units	Position	Units
Principal	3.00	Teacher	1.00
Vice-Principal	2.50	Secretaries	0.40
Subject Director	1.45	Para Professionals	0.40
Major Head	1.40	Business Assistant	0.70
Minor Head	1.25	Technical Assistant	0.40
Assistant Head	1.20	Technician	0.50
Chairman	2.00	Lay Markers, etc.	0.20
Student Activity Chairman	1.30		

17.01.0 Other positions may from time to time be established and a unit value arrived at co-operatively by the Principals, Superintendents and Director of Education. These unit values are subject to review annually during October and November by the Director, Superintendents and the Principals and in consultation with the Federation Executive.

17.02 The units of strength for staffing of each school be established as of September 1st, and will not change for that school year, (i.e., until June 30th) unless an error in excess of 4% of staffing enrolment has been made for schools up to 900 students or 3% error for schools over 900 students.

17.03 The staffing enrolment shall be the September enrolment projection (as agreed on by the Principals and Superintendents and the final figure to be set by the Board on the recommendation of the Director of Education) reduced by 1.5% in recognition of early drop-outs.

17.04 All student enrolment figures shall be in full-time equivalents (F.T.E.) as submitted in the Ministry of Education September 30th statistical report of Principals.

17.05 Any adjustments to staff shall be based on the enrolments reported by the Principals as of September 30th.

17.06 Staffing adjustments shall be effective as of October 1st as follows:

17.06.01 Increase: If in schools under 900 students the september 30th enrolment exceeds 104% of the staffing enrolment, additional units of strength will be allowed for all students that are in excess of the 104%. For schools of over 900 students additional units will be allowed for all students in excess of 103% of staffing enrolment.

17.06.01 Decrease: If in schools under 900 students the September 30th enrolment falls below 96% of the staffing enrolment, units will be deleted for all students short of the 96%. For schools of over 900 students, units will be deleted for all students short of 97% of the staffing enrolment.

17.07 <u>Allocation of Units</u>

17.07.01 Thirty-eight (38) units shall be allotted for the first 450 students of staffing enrolment.

17.07.02 Units for the remaining students are assigned by subtracting 450 from the staffing enrolment of the school and dividing the remaining number of students as follows:

Level 1 & 2 - Gr. 9, 10, 11 & 12	1:11.5
All other students	1:17.3

The quotients so obtained are added to the basic units (38)

17.07.03 An additional 0.4 units to provide for an occupational headship shall be allotted to those schools having 75 or more Level 1 and Level 2 students as of September 30, this allowance to be made retroactive to September 1, where applicable.

17.07.04 To provide sufficient staff for the small classes required for remedial and general level students, effective September 1, 1981, .002 additional units shall be added for each student enrolled in Level 3 or Level 4 English on September 30th of the previous year, such additional units so produced to be used for Special Education.

17.08 Examples

17.08.01 Example #1

Projected Enrolment	1528
# of occupation students gr. 9, 10, 11 & 12 (included above)	178
# of Level 3 and Level 4 English students on September 30 of previous year	666
Staffing enrolment	1505.08

Calculation of Units

Basic School of 450	38.00
Additional students level 1 & 2 (178 ./. 11.5)	15.48
Regular students (877.08 ./. 17.3)	50.70
Occupational Headship	0.40
General Level Allowance (.002 x 666)	1.33
	105.91

Margin of error to determine any staff adjustment @ 3% = 1550.23 to 1459.93

When adjustments are required:

Increase - allowance for all student in excess of 1550.23

Decrease - delete units for all students short of 1459.93

17.08.02 Example #2

Projected Enrolment	800
# of occupations students (included above)	0
# of Level 3 and Level 4 English students on September 30 of previous year	375
Staffing enrolment	788.00

Calculation of Units

Basic school of 450	38.00
Additional students Level 1 and 2	0.00
Regular students (338 ./. 17.3)	19.54
General level allowance .002 x 375	0.75
Total units	58.29

Margin of error to determine any staff adjustment @ 4% - 819.52 to 756.48

When adjustments are required:

Increase - allowance for all students in excess of 819.52

Decrease - delete units for all students short of 756.48.

Dufferin-Peel RCSS, 1981-82

Subject to availability of acceptable staff and classrooms, the Board shall maintain its staffing ratios at those in operation on September 30, 1981.

Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1981, will be followed.

STAFFING GUIDELINES (AM - 15/05/79)

Under the intention of allowing for flexibility and providing for individual needs, the following staffing guidelines have been established to generate a number of specific personnel.

Regular Teaching Staff

JK 1:20 per half day	aide available as per Board/Teacher Agreement
SK 1:25 per half day	aide available as per Board/Teacher Agreement

1-2 1:26

3-6 1:30

7,8 1:30

9,10 1:25

Developmental Special Education Teachers

Allocation 1 to 500 - additional to be generated by re-adjusting P.T.R.

Library Resource Staff

0-300 students	-	.4 librarians
301-400 "	-	.6 librarians
401-500 "	-	.8 librarians
500 and over	-	one full time librarian

Library Clerks

700-799 students	-	4/10
800-899	-	6/10
900-999	-	8/10
1000+	-	10/10

The existing 2 floaters for schools under 700 to be maintained.

French Second Language

Number of classes (1-8) x 2.5 divided by 25

Number of classes (9 & 10) x 5 divided by 25

Industrial Arts and Family Studies

(number of classes (7 & 8) x 2) + (number of classes (9 & 10) x 5) divided by 34

Special Services Resource Staff

Family Resource Staff consisting of a team of one behaviour consultant, one social worker, one speech pathologist assigned for each 3000 students. Maintain the position of Department Heads in Psychology and Social Work, and Coordinator of Speech Pathology.

Child Care Workers

- one per sensitivity class

- one per Family of Schools

Academic Resource Staff

Board wide ratio of 1:3000

Family centred ratio of 1:1000

Emphasis here is on an "ad hoc" basis with built-in reassessment of goals and needs.

Vice Principals

Number of Students	V.P. Time
400	3/10
450	4/10
500	5/10
550	6/10
600	7/10
650	8/10
700	9/10
750	10/10
800	11/10
850	12/10
900	13/10
950	14/10
1000	15/10

An increase of 1/10 for each Sepcial Education class.

Pupil/Teacher Ratio

The ideal pupil/teacher ratio within the system should not be more than 25:1. (Pupil/teacher ratio includes all pupils and all

educational personnel possessing a teaching certificate). (BP 5.22)

Guidance

1 per school with Grades 9 and 10.

1/2 for Holy Name of Mary.

Kapuskasing RCSS, 1981-83

ARTICLE 18 - NUMBER OF TEACHERS HIRED

Refer to the Board's letter of intent.

ARTICLE 18

To the Presidents
Local Affiliates
A.E.F.O. & O.E.C.T.A.

Dear Sir/Madam:

The Board shall hire 127 teachers, including two teachers assigned to day treatment classes, for September 1, 1981. The Board reserves itself the right and duty to respond to any fluctuations incurred by the needs of the system.

Before adopting its decision to reduce the number of teachers (if need be) the Board shall discuss its needs and its intentions with the joint committee established according to article 24.01 within the terms of this agreement.

Welland RCSS, 1981-82

Article 17 - Staffing

17.01 As the Board and the teachers both agree that the first priority in staffing is to provide quality education for the pupils in the classroom, every effort shall be made to organize each school with a reasonable number of students in each classroom.

17.02 To maintain quality education the Board will continue single grade classrooms wherever possible.

17.03 The Board shall establish an overall staffing complement for the school year 1981-82 based on a decrease or increase in the full-time equivalent staffing in direct proportion to the decrease or increase in the projected pupil enrolment which shall be adjsuted on September 30th in accordance with the actual enrolment.

17.03.01 The formula for determining the overall staffing complement shall be as follows:

POSITIONS OF RESPONSIBILITY

East York Elementary, 1981-82

14.05 For the 1981-82 school year, in addition to the amount of money paid to Teachers under 14.04, an amount determined on the basis of $150 per Teacher based on the actual September 30, 1980 staff as allocated by the agreement then in force shall be available to the Board. Such funds may be used for payment to Teachers in positions of responsibility (other than those of principals, vice-principals, co-ordinators or assistant co-ordinators) pursuant to the schedule set out below or such other purposes, other than for salary purposes, which may be agreed upon by negotiation between the Board and the Branch Affiliates, provided that the total amount paid for such purposes does not exceed the sum calculated as aforesaid.

14.06 The following Responsibility Allowances shall be in effect for the school year:

Elementary Resource Teacher	$1210
Curriculum Resource Teacher (full unit)	1210
Curriculum Leader	620
Major Chairman	1162
Minor Chairman	872

Notwithstanding the foregoing, a Teacher who at time of ratification of this Agreement held a position of Major Chairman or Minor Chairman shall continue to receive the previous allowance of $1295 (for Major Chairman) or $930 (for Minor Chairman) so long as they continue to hold that position or until a subsequent collective agreement increases the allowance to an amount greater than that being received by the Teacher.

14.07 The specific amounts of money made available through 14.05 will be used for these allowances and every effort shall be made to fully expend all funds in this area. Any surplus funds will be allocated as negotiated in conjunction with the Branch Affiliates.

14.07 To accomplish 14.07 the following procedures shall be followed:

(a) Elementary Resource Teachers shall be appointed in accordance with past practice for appointing Curriculum Implementation Teachers.

(b) The Board shall continue the policy of appointing, on a yearly basis, Curriculum Reesource Teachers on the basis of approximately one Curriculum Resource Teacher for every 250 F.T.E. students (kindergarten to grade 6) based on the March 15 projected enrolments with the understanding that each elementary school shall have at least one Curriculum Resource Teacher.

$$\frac{\text{Projected Pupil Enrolment for Next School Year}}{\text{Actual Pupil Ernolment as of September 30th of the current year}} \times \text{Present Full-time Equivalent Teachers}$$

17.03.02 Applying the formula for the school year 1981-82, the staffing complement shall be as follows:

$$\frac{10,725}{11,027} \times 550.6 = 535.5$$

(less 1 for the replacement of the Chairman of the Internal Evaulation Committee during the 1980-81 school year) for a total of 534.5 full-time equivalent teachers.

17.03.03 For the school year 1982-83, the same formula shall be used for the calculation of the overall staffing complement except that the Board may decrease the total complement arrived at by the application of the formula by an additional number not to exceed 6.5 full-time equivalent teachers. The Board agrees to consult with the Presidents of the three local Teacher Affiliates to discuss teacher reductions which may be necessary in addition to the reduction calculated by the application of the formula.

(c) In addition to (b), the kindergarten to grade 8 schools will each receive junior high values to recognize the portion of their program that is essentially similar to that of a junior high school. These values may be used to appoint Curriculum Leaders or additional Curriculum Resource Teachers.

(d) The Board shall advise the Branch Affiliates in writing by June 15 of the number of Curriculum Resource Teachers to be appointed to each school for the following school year.

(e) Major Chairmen and Minor Chairmen shall continue to be appointed in the junior high schools in accordance with past practice.

London Elementary, 1980-82

Chairmen

The following major units qualify for chairmen during 1978-79.

Bishop Townshend - Boyle Memorial	(1)	Manor & Highland Park - Brick Street	(1)
Empress - Oxford Park	(1)	Oak Park - John Dearness	(1)
Evelyn Harrison - Huron Heights	(1)	Orchard Park - University Heights - Sherwood Forest	(2)
Lord Roberts - Ecole Alexandra	(1)	Riverside - Westdale	(1)
		Victoria - Kensal Park	(1)

Chairmen are to be counted as regular teachers in the class loading.

Total - 10 Chairmen

[Note: Also see section Part II, General Staffing Provisions]

Scarborough Elementary, 1981-82

The formula for chairmen assigned to schools will be as follows:

(a) 1981-82 JK-6 and JK-8 schools

Enrolment	Chairmen
0-250	1
251-450	2
451-550	3
551+	4

(b) 1981-82 Senior Schools

Enrolment	Chairmen
0-350	2
351-500	3
501+	4

Guidance chairmen in the senior schools are included in the above formula. In JK-6 and JK-8 public schools guidance chairmen assigned by the student and community services department are in addition to this formula.

York Borough Elementary, 1981-82

Article 50 - Curriculum Chairmanships

50.01 For the 1981-82 school year, the following shall apply:

(a) A Permanent Teacher may apply for a curriculum chairmanship if the Teacher has taught for a minimum of five years of which two years shall have been with the Board.

(b) If for special reasons the criteria for application as provided in 50.01 (a) cannot be met, the principal shall notify the Director in writing. The Director shall refer the matter to a committee composed of two representatives from the Board and one representative from each Branch Affiliate. The committee shall make the final decision regarding the recommendation for the appointment.

(c) The responsibility allowance for a curriculum chairman shall be as contained in 14.08.

(d) The number of curriculum chairmen for the 1981-82 school year shall be the same number of curriculum chairmen that were appointed for the 1980-81 school year.

(e) Applications for a curriculum chairmanship shall be submitted to the principal with a copy to the appropriate supervisory officer not later than September 18.

(f) The principal, in consultation with the appropriate supervisory officer, shall submit the name or names of the Teachers recommended for curriculum chairmanships to the Superintendent of Education by September 25 or another mutually acceptable date, for presentation to the Board.

(g) If a curriculum chairmanship becomes vacant during the school year, the same procedures apply for the appointment of another Teacher to this position.

(h) The duties, distribution to schools of curriculum chairmen and application form to be used for the 1981-82 school year shall be as established by the Curriculum Chairmanship Committee in its report dated May 14, 1980.

50.02 The distribution of curriculum chairmen for the 1982-83 school year shall be as follows.

(a) Junior Public Schools

(i) schools below 200 pupils*	1-curriculum chairmen
(ii) schools between 201-500 pupils*	2-curriculum chairmen
(iii) schools over 500 pupils*	3-curriculum chairmen

(b) Senior Public Schools

- 3 curriculum chairmen

* Based on projected pupil enrolment as of June 15, 1982

(c) Humbercrest Junior/Senior Public School

- 3 curriculum chairmen

50.03 Where there is more than one curriculum chairmanship in a school, the principal in consultation with the curriculum chairmen shall decide upon the division of responsibilities.

York County Elementary, 1981-82

Lead Teacher

(a) A teacher who is a regular member of a school staff and who is appointed to give leadership in or to co-ordinate a specified part of the school curriculum, e.g., music, reading, mathematics, special education, primary and/or other division in addition to his/her normal duties. All teaching staff members are deemed qualified for such an appointment as a Lead Teacher on the basis of their leadership potential, subject expertise, approachability by members of the staff, status in the eyes of other staff members, willingness to serve in a leadership role, and initiative to bring more efficient and effective learning to the program in question.

(b) The maximum number of lead teacher appointments in a school shall be equal to $\frac{E - 80}{100}$ (E is the total enrolment and the resulting number is rounded to the nearest whole number). Each school regardless of size may appoint a minimum of one lead teacher.

(c) There will not normally be more than one such appointment in a school in any subject or in special education but the superintendent of schools may recommend two.

(d) The criteria for appointments to Lead Teacher shall be flexible and such appointments shall be made by the principal and superintendent, but only after the staff of the school has been consulted with respect to defining the need, establishing the objective and terms of reference for the appointment. The principal in consultation with his/her staff shall give a Lead Teacher responsibility for part of a school program and reasonable authority within the school to carry out the program. The principal in consultation with the appointee, shall outline the major responsibilities and if possible within the existing staffing complement of the school, arrange for time for the appointee to fulfill these responsibilities. The process of evaluation shall be constructive and staff oriented.

(e) All appointments will be for the duration of one school year but may be renewed with the approval of the Director. Where such approval is given the position shall not be posted.

Head - Elementary Division

(a) Except as noted in (c) below, in elementary schools which are housed in secondary schools, a Head - Elementary Division shall be appointed to look after the specific needs of the elementary students, and to provide leadership and co-ordinate the elementary program.

(b) The principal, in consultation with the appointee, shall outline the major responsibilities and arrange for time for the appointee to fulfill these responsibilities.

(c) The appointee shall be a teacher as defined in this Agreement, except that were no such teacher is on staff, the appointment shall be deferred until such time as a vacancy occurs.

Carleton Secondary, 1980-82

Criteria for Positions of Responsibility

Where the Board establishes positions of responsibility, they shall be established according to the criteria outlined herein.

(a) Major Department Head

1. In subject areas in which at least 67 hours per five day week are taught, or

2. In Guidance and Library if the school has an enrolment over 800 students.

(b) Minor Department Head

1. In subject areas in which fewer than 67 hours per five day week are taught by the equivalent of at least two (2) additional full-time teachers, or

2. In Guidance and Library if the school has an enrolment under 800 students.

(c) Assistant Department Head

1. In a subject area in which more than 134 hours are taught during a five day week, or

2. In a physical education department that has at least one and one half (1 1/2) teaching positions in each of the boys' and girls' sections of the department.

(d) Teacher Co-ordinator

Where the criteria for a headship are not met, the position of Teacher Co-ordinator may be created in any school offering a full program in at least four (4) grade levels and involving the equivalent of one and one half (1 1/2) teachers in the following subject areas:

Art	Languages
Business Education	Mathematics
English	Music
Family Studies	Physical Education
Geography	Science
History	Technical
Industrial Arts	Theatre Arts

(e) Any subject area listed in (d) above may qualify for either a Major Head and Assistant Head or a Major Head or a Minor Head or a Teacher Co-ordinator provided it meets the criteria outlined above.

NOTE: Incumbents in the foregoing positions listed in a), b), c) and d) must hold the relevant Specialists' qualifications as required in the Regulations issued under "The Education Act, 1974".

(f) Administrative Head

1. Equivalent to a major department head in schools with an enrolment over 800.

2. Equivalent to a minor department head in schools with an enrolment under 800.

(g) Department teaching hours shall be rounded off to the nearest whole number.

When a new school is opened, department heads or teacher co-ordinators who may be appointed by the Board will be appointed in accordance with an estimate of the departmental workload which will exist when the school reaches a full complement of five (5) grades.

Central Algoma Secondary, 1981-82

The Board shall appoint eight Coordinators and one Assistant Coordinator.

Elgin Secondary, 1981-82

Allowances for Positions of Responsibility

(a) Director - The allowance for a Director shall be $2,500.
Note: The position of Director shall be set up according to the regulations of the Ministry of Education. These regulations outline the additional duties which a Director shall perform.

(b) Department Head - The allowance for a Department Head shall be $2,200. where the department has three or more teachers teaching 120 periods or more per cycle in the subject area for which the department is created; based on an eight-period day, six-day cycle. Adjustment must be made if the number of periods and/or length of cycle differ.

(c) Intermediate Department Head - The allowance for an Intermediate Department Head shall be $1,500 where the department has two or more teachers teaching 78 to 119 periods per cycle in the subject area for which the department was created.

(d) Assistant Department Head - The allowance for an Assistant Department Head shall be $1,500. An Assistant Department Head may be appointed in any Department having five or more teachers teaching 150 periods or more per cycle.

(e) Guidance Heads & Physical Education H
uidance Heads and Physical Education Heads (boys and girls) shall be $2,200 regardless of the number of teaching periods in the department.

(f) Subject Chairman - The allowance for a Subject Chairman shall be $1,200. The subject Chairman has either:
(i) responsibilities for a school-wide program and a heavy inventory of expensive equipment, or
(ii) two or more teachers in the subject area (including the Subject Chairman) teaching 50 or more periods per week or cycle.

(g) Librarian - The allowance for a librarian designated as being in charge of a secondary school library shall be $1,500. This allowance shall only apply to a librarian hired prior to September 1, 1975.

(h) Acting Heads, etc. - Any teacher called upon to assume the responsibilities of a Head of Department, Chairman, etc., shall be paid full allowance for such position regardless of his/her qualifications.

(i) Music - An allowance of $1,200 which is the same allowance granted a subject chairman, shall be paid to the teacher responsible for a school-wide program of music (Grades 9-12), and the extra curricular band an/or choral work associated with the program.

Note: All new appointments under this section shall be subject to the approval of the Board.

(j) The minimum requirements for a position of responsibility will be allowed to fluctuate by 10% from the minimum requirements before the position is abolished. The Principal of the school shall notify the teacher and the proper Superintendent when the number of periods for a position of responsibility falls within the 10% clause. If the minimum requirements have not beeen achieved within a period of one year, the position of responsibility may be abolished.

Essex Secondary, 1980-82

Positions of Responsibility

(a) The Board shall establish the structure for positions of responsibility, the number of persons to be appointed to such positions and duties of persons in each type of position. Where a Position of Responsibility will not be held in September, 1981* , the teacher will be notified not later than April 15, 1981*.

Director	$2,600
Major Dept. Head	2,400
Minor Dept. Head	1,350
Asst. Dept. Head or Asst. to a Director	1,050

*Also applicable to 1982.

Department Heads and Department Directors

(i) The following areas may be considered as departments for the purpose of assigning Positions of Responsibility:

Art	Languages (Modern and Classical)
Commercial	French Language Studies
English or Communications (including Library)	Mathematics
Geography	Music
History	Physical Science
Home Economics	Technical

OR

Such other nomenclature as may be demanded by current educational practice.

(ii) A Major Head may be appointed when a department has a minimum of 90 periods of instruction per week. (Based on 8 periods 5 hour day).

(iii) A Minor Head may be appointed when three teachers staff a department teaching 60 to 90 periods per week with the prior approval of the appropriate Supervisory Officer,

(iv) Where there is a possible choice of appointment, the appointment will be made where the higher number of periods exists.

(v) When the number of classes in a subject no longer warrants a Major Head or Minor Head as outlined in (ii) and (iii) above, incumbents shall continue their appointment for one year after which the appointment shall cease to exist.

(4) Guidance - Notwithstanding the foregoing schedule, every secondary school shall have a Major Head of Guidance.

(5) Qualifications of Heads - All teachers holding a major, minor or assistant headship shall hold a Type "A" or Specialist Certificate, or be qualified in accordance with Ministry of Education Regulations, in one or more subjects taught by the department.

(6) Allocation of teachers to departments - All teachers shall be responsible through at least one Major or Minor Head as determined by the Principal.

(7) Small Schools - Heads may be recommended to have responsibility in groups embracing two or more subjects. The Principal or Vice-Principal may act as a head in his/her subject field.

(8) Duties of Heads - In addition to the normal duties of Heads as set out in the Regulations, it is expected that Major and

Minor Heads may be prepared to act as liaison/resource persons for elementary feeder schools on request of the appropriate Principals.

(9) Board Approval - The Director of Education shall recommend to the Board all appointments at the time of first appointment and at the time of any change.

(10) Positions of Responsibility shall be established at 25% of staff including Principals and all certificated teachers.

(11) Positions of Responsibility to be filled by September 1 in any school year.

Etobicoke Secondary, 1981-82

Paired Schools

The allotment of positions of responsibility in paired schools shall be reviewed annually by the Borough Staffing Committee.

14.04 The allowance paid to a Teacher in a position of responsibility (other than as a principal, viceprincipal, co-ordinator or assistant co-ordinator) for which the allowance paid was $2756 during the 1980-81 school year shall be increased to $3022 for the 1981-82 school year.

14.05 For the 1981-82 school year in addition to the amount of money paid to Teachers under 14.04 an amount determined on the basis of $150 per Teacher based on the actual September 30, 1980 staff as allocated by the agreement then in force shall be available to the Board. Such funds may be used for payment to Teachers in positions of responsibility (other than those of principals, viceprincipals, co-ordinators and assistant co-ordinators) pursuant to the schedule set out in 14.08 below or such other purposes, other than for salary purposes, which may be agreed upon by negotiation between the Board and the Branch Affiliates, provided that the total amount paid for such purposes does not exceed the sum calculated as aforesaid.

14.06 The following guidelines will be used for the assignment of Chairmen for the 1981-82 school year.

(a) schools with enrolments up to 400 1

(b) schools with enrolments between 401 & 650 2

(c) schools with enrolments over 650 3

14.07

Such assignments shall be based on the projected enrolment figures for September of the following school year.

14.08 (a) The monies generated by 14.05 shall be used to provide funds for the responsibility allowance of Chairmen which shall be $1890 for the 1981-82 school year.

(b) The expenditure of any monies generated by 14.05 following the application of (a) above shall be approved by the Professional Development Committee.

14.09 Qualifications for assignment as Chairmen shall be as follows:

(a) Permanent Ontario Teaching Certificate;

(b) B.A. or equivalent degree from an "approved" university;

or

a supervisor's or specialist's certificate in any subject, plus continuing progress towards a degree;

(c) demonstrated competence as a classroom teacher;

(d) demonstrated interest, ability and aptitude in a particular subject field and/or curriculum area and/or grade or division;

(e) demonstrated qualities of leadership and willingness to provide service;

14.10 Chairmen shall be appointed according to the following procedures:

(a) After the number of vacancies is determined, Teachers shall be invited to make written application for any chairmanship available.

(b) All chairmanship appointments shall be made prior to August 31 for the following school year, in accordance with the schedule contained in 14.06.

(c) Recommendations for appointments shall be made by the administration after consultation with prinicpals of the schools concerned.

(d) A Chairman may be assigned to any elementary school in the Board.

(e) In accordance with the policy approved by the Board for "Positions of Responsibility in the Public and Secondary Schools Affected by Declining Enrolments":

(i) A Chairman who has successfully discharged his or her responsibilities for at least five years shall retain the rank and salary of Chairman regardless of assignment unless he or she requested a position of lesser responsibility.

(ii) When the position of an incumbent Chairman no longer justifies the rank of special allowance, a "one year of grace" shall be observed before any change in rank or special allowance would take effect. Every effort shall be made to transfer such a person to another school or position where the numbers do justify the rank or special allowance. If it is not possible to arrange such a transfer, the salary of the

person shall be "red-circled" at the rate being paid to the individual concerned at the time of the action until increases in the schedule, as applied to the individual's position, exceed that salary.

14.11 The principal shall be responsible for the assignment of duties of the Chairman.

14.12 The responsibilities of the Chairman shall include duties such as the following:

(a) to provide leadership in curriculum under the direction of the principal,

(b) to assist Teachers in the development of effective programs of instruction of their classrooms,

(c) to chair meetings of Teachers to discuss curricula, methodology, teaching aids and problems encountered by Teachers,

(d) to keep abreast of new developments and new publications and to keep other Teachers informed of new trends and materials,

(e) to help integrate subject areas and to articulate programs within the schools,

(f) to be aware of community resources and encourage their use by staff,

(g) to serve as a contact person with co-ordinators, supervisors, consultants or curriculum committees.

14.13 In addition, the principal may assign other responsibilities to meet the needs of the individual school.

Hamilton Secondary, 1981-82

Responsibility Allowances - Secondary Schools

Composite and Grade 13 Secondary Schools

Allowances beyond the regular grid salary shall be paid to teachers in the following areas:

(i) Dean - $2,750

(ii) Major Head - $2,750
English, Business Education, Technical Education, Guidance, Mathematics, Science, Languages, History, Geography, Physical and Health Education (Boys'),

Physical and Health Education (Girls').
This shall also include teachers in charge of the English or Mathematics Departments in Grade 13 Schools.

(iii) Minor Head - $1,635
A Minor Headship will be established in Family Studies, Music and Art.

(iv) A Minor Headship in Family Studies, Music and Art will be reclassified as a Major Headship if the number of equivalent full-time teacher timetables in the department becomes fewer than four (4).

(v) Minor Chairman - $1,410

(vi) Assistant to the Head - $1,375
An Assistant to the Head (one or more) may be appointed in a department if in the opinion of the Director and Superintendent it is warranted by the size and complexity of the department.

(vii) Outdoor Education Resource Teacher - $675
The travel allowance shall be paid according to Board policy.

(viii) Senior Teacher Technical Education - $450

(ix) If a teacher in charge of Library is:
(a) Uncertificated, certificated with a partial timetable, or certificated operating a partial programme $ 675.
(b) Certificated, with a full timetable and operating a full programme as specified by the Superintendent $1,635.

(x) Teachers in German and Latin Departments, depending upon the size of the department and subject to the recommendation of the Director and Superintendent $ 565.

11.02 (i) Staff Assistants shall be paid grid salary plus a responsibility allowance of $4,050. Staff Assistants shall be entitled to 5 weeks annual vacation, normally to be taken during July and August but alternate scheduling shall be possible by mutual agreement between the Superintendent and the member.

(ii) Consultants shall be paid grid salary plus a responsibility allowance of $2,750.

(iii) Adjustment Counsellors shall be paid grid salary plus a responsibility allowance of $2,750.

(iv) Co-Ordinators (Co-Op Education) shall be paid grid salary plus a responsibility allowance of $1,375.

Kapuskasing Secondary, 1981-83

The Board has the right to create or designate a position of responsibility within the school to be filled by a teacher, subject to consultation with the Branch Affiliate Presidents or authorized representatives.

Effective September 1, 1981, the following positions are recognized for all secondary schools within the jurisdiction of the B.E. Appointment will be according to Board policy and the following criteria.

1) Definitions of Positions or Responsibility

a) Technical and Commercial Directors - a teacher in charge of a subject area(s) in which there is a minimum of 17 classes taught in at least 5 distinct commercial or technical subject areas as prescribed by Ministry guideline (in commercial subjects this shall exclude basic level courses).

b) Department Head - a teacher in charge of an organizational unit in which there is a minimum of 17 classes in the subject area(s).

c) Associate Head - a teacher appointed to assist a department head or a director in charge of an organizational unit in which there is a minimum 24 classes in the subject area(s).

d) Subject Coordinator - a teacher in charge of an organizational unit in which there is a minimum of 12 classes in the subject area(s).

e) Subject Leader - a teacher in charge of an organizational unit in which there is a minimum of 7 periods in the subject area(s).

f) Library - a librarian shall be appointed in a school where there are a minimum of 200 students.

g) Guidance - appointment to a position of responsibility in guidance shall be based on the following criterias:

1) Schools with 200 - 350 pupils - leader
2) Schools with 350+ - coordinator

Kent Secondary, 1981-82

Appointment to Position Of Responsibility

(a) The following clauses are based on the fact that subject specialty is recognized in the Basic Salary Grid and that the

individual teacher is responsible for the detailed application of courses of study. It is also based on the Ministry Regulations which stipulate the duties of a Department Head, one of which is to coordinate courses of study into a cohesive and sequential program.

(b) (i) A Technical or Commercial Department will be established according to Ministry Regulations and a Director will be appointed.

(ii) Department Heads will be appointed in areas of Academic, Commercial, Technical and Occupational subjects, or groups of subjects, in the following manner:

A Major Department Head, where the equivalent of twice the number of cycle instructional periods of this subject or subjects is taught in each cycle by at least three (3) teachers. That is, a school normally having forty (40) instructional periods per cycle requires eighty (80) instructional periods per cycle be taught and at least three (3) teachers involved. In those schools having other than forty (40) periods per week, a Department will be established in the same proportion as set out above.

Lake Superior Secondary, 1980-82

Position	Allowance
I Major Head	$1,900
II Acting Major Head, Minor Head	1,545
III Acting Minor Head, Assistant Head Subject Chairman	1,425
IV Acting Assistant Head	715

These allowances will be paid in accordance with Board Policy as described in the interim proposal of February 1977. These are annual allowances and are above placement on the grid.

Unless notified in writing by the Principal or the Board by March 31st., a teacher presently holding a position of responsibility will continue with a position of responsibility for the following school year. The teacher will be notified in writing of the exact position of responsibility for the following school year by May 1st.

THE LAMBTON COUNTY BOARD OF EDUCATION

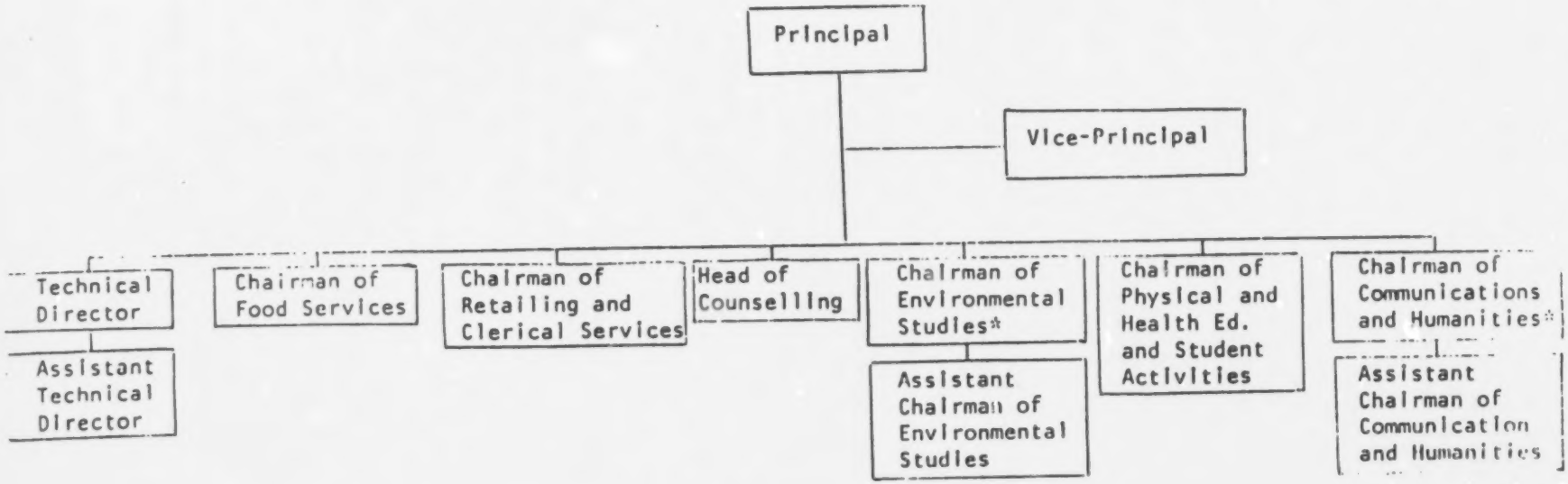
I-215-76

POLICY STATEMENT

RESPONSIBILITY POSITIONS - ALEXANDER MACKENZIE SECONDARY SCHOOL

ORGANIZATION CHART

ALEXANDER MACKENZIE SECONDARY SCHOOL



Environmental Studies: Social Science, Mathematics, General and Related Science

Communications and Humanities: English, Developmental Reading, Resource Centre, Art, Music

Board Minutes
Page 13
1976 05 10

I-215-76

75.

Education Relations Commission
Ontario

Lambton Secondary, 1979-82

Appointments

That a Major Head be appointed in that department of a secondary school wherein the equivalent of the full-time of two (2) teachers is used in teaching the courses of study in one or more subjects by three (3) or more teachers (counselling and library periods are to be included).

That an Acting Head may be appointed by the Board, at its discretion if no qualified Major Head is available.

That an Assistant Head or an Assistant Director be appointed in each school in any department where there are at least four (4) teachers involved and classes which total at least
(a) 115 teaching periods of 42 minutes each per week in that department for a traditional school;
(b) 60 teaching periods of 70 minutes each per week in that department for a semestered school.
In addition, an Assistant Head may be appointed by resolution of the Board in any department where a special need exists.

That a second Assistant Head of a second Assistant Director may be appointed by the Board at its discretion in any department where there are at least four (4) teachers involved and classes which total at least (a) 200 teaching periods of 42 minutes each
(a) 200 teaching periods of 42 minutes each per week in that department of the traditional school;
(b) 105 teaching periods of 70 minutes each per week in that department of the semestered school.
In addition, a second Assistant Head of a second Assistant Director or a second Assistant Chairman may be appointed by resolution of the Board in any department where a special need exists.

That in any department which is not large enough to be eligible for a Major Head, a Minor Head may be appointed at the discretion of the Board.

That to be eligible for appointment to Major Head, Director or Minor Head, the appointee must hold qualifications necessary for the position and must be teaching at least 50% of his or her time in that department. Also, an Acting Head or Assistant Head must be teaching at least 50% of his or her time in that department.

The administrative organization at Alexander Mackenzie Secondary School be as set out in Board policy dated May 10, 1976.

That a Senior Teacher may be appointed at the Board's discretion at East Lambton Secondary School. Said appointment is to be made from the E.L.S.S. staff, is on an Ad Hoc basis, and will be reviewed annually to determine the continuing need.

All responsibility appointments described in this section are for a one (1) year period only and will be reviewed each year. Any incumbent, other than Acting Head, who is to be relieved of his responsibility position will be given reasons and written notification of the termination by April 1st.

Leeds and Grenville Secondary, 1980-82

6.04 - POSITIONS OF RESPONSIBILITY

(a) Criteria for Positions of Responsibility

1. The basis of the establishment of positions of responsibility will be the number of student periods per week contained within the area under the jurisdiction of a given department head.

2. The allowance to be allocated to any department with the exceptions of Guidance and Library will be based upon a factor derived by dividing the number of student periods per week by the desired maximum students per class in the department involved, i.e.,

(a)
General -Languages, Science, Social Studies, etc.

$$\frac{\text{Student periods per week}}{30} = \text{Criteria Factor}$$

(b)
Art, Home Economics, Technical, Industrial Arts

$$\frac{\text{Student periods per week}}{20} = \text{Criteria Factor}$$

(c)
Special Education

$$\frac{\text{Student periods per week}}{15} = \text{Criteria Factor}$$

NOTE: At schools where elementary students and staff come under the jurisdiction of secondary school positions of responsibility, such students will be included at the full rate of the criteria factor for those positions of responsibility.

(b)

The Positions of Responsibility to be established and the Qualifications Required are as follows:

Position of Responsibility

1. Department Head;

2. Acting Department Head;

3. Assistant Department Head;

4. Other positions of responsibility.

No person shall be appointed a Department Head unless he/she holds a specialist or honour specialist qualification in one or more subjects taught in the department for which the teacher is appointed.

(c) Rates of Allowance

1. The rate per CRITERIA FACTOR calculated in 6.04 shall be $21.00 for the school year 1980-81 and $23.00 for the school year 1981-82.

2. The rate for Guidance Departments shall be $2,300 for the school year 1980-81 and $2,500 for the school year 1981-82.

3. The rate for Librarians shall be $630 above category for the school year 1980-81 and $700 above category for the school year 1981-82.

NOTE Any other position of responsibility established within any given school will be allocated funds from that school's total allotment as outlined in 6.04 (d) below.

(d) Allocation of Funds

Step 1 - Each school to be given the total allotment based on the calculations in accordance with 6.04 (a) and (c) above.

Step 2 - The Principal shall determine the areas of responsibility to be established within the school, but, in all cases the Principal shall consult with his staff prior to making such decisions. In so doing, special responsibility allowances may be allotted for persons exercising responsible leadership in activities which do not take place within the limits of the school timetable. Any money allotted for such special allowances will be deducted from the total allotment assigned to the school for responsibility allowances. The remaining portion of the school's responsibility allowance will be divided among the departments of the school proportionately to the original calculations in Step 1 above.

Step 3 - The Principal and the staff of each department will determine the allocation of funds to be given to the various positions of responsibility within the department.

NOTE: The organizational structure for positions of responsibility of a given school is subject to the approval of the respective Area Superintendent.

(e) The responsibilities attached to positions of responsibility shall be in accordance with Appendix C, "Responsibilities attached to Positions of Responsibility".

(f) Appointment to and Removal from Positions of Responsibility

Appointments to and removals from positions of responsibility within each secondary school will be reviewed annually by the

Executive Council and submitted for ratification to The Leeds and Grenville County Board of Education.

Such appointments and removals shall be subject to the terms and conditions of this Collective Agreement.

London Secondary, 1980-82

6.4 Criteria for Establishment - 1980 - 81

6.4.1 The following positions of responsibility shall be maintained during the 1980-81 school year, subject to the provisions of Regulation 191, and the "Criteria for Establishment of Positions of Responsibility - Secondary Schools" outlined in Article 19 of the Personnel Manual for Teachers:

1. Head

In a department which has enough credits to justify a full teaching timetable and a teacher is charged with the responsibility of and is accountable for

(a) the development of curriculum in subject(s) which extends over four or more year levels, and

(b) all duties and responsibilities as outlined in Article 20 of the Personnel Manual for Teachers;

2. Department Assistant

In a department as per the criteria outlined in Article 19 of the Personnel Manual for Teachers where the teacher appointed is charged with the responsibilities assigned by supervisory personnel within the school.

6.4.2 Special Consideration (1980-81)

6.4.2.1 Chairmen (Latin)

Notwithstanding Article 6.3, the teachers who held on 1976 August 31 the position of Chairman outlined below shall continue to recieve the allowance of $1,200 during the 1980-81 school year provided that:

1. They remain in charge of the specified program in the same school,

2. They maintain an "Above Average" level of teaching competence,

3. The levels of study remain at four or more, and

4. The number of student credits taught by the teacher in the specified subject totals at least .75 credits as of 1980 September 30.

School
Westminster
Wheable

6.4.2.2 Assistant Heads

A teacher who held the position of Assistant Head in 1975-76, and applied for that position for 1976-77, but has not been appointed to the position of Department Assistant will maintain the $700 allowance over category during the 1980-81 school year until he reaches maximum so long as his teaching remains at an above-average level.

A teacher receiving the allowance specified above shall be required to apply for reappointment annually.

6.5 Revision to the Criteria and Allowances for Positions of Responsibility

6.5.1 For the school year 1980-81 the parties agree that the number of Directors, Heads and Department Assistants for 1980-81 school year shall be governed Article 19 of the Personnel Manual for Teachers.

6.5.2 For the school year 1980-81 the parties agree that the allowance paid in Article 6.5.1 shall be governed as per Schedule B.

6.5.3.1 During the school year 1980-81 the parties agree to revise the structure for these positions and to revise Article 19 in the Personnel Manual for Teachers. The revisions shall be developed by a Committee composed of three representatives of District Four Ontario Secondary School Teachers Federation and three representatives of the Board and the Administration.

6.5.3.2 The deliberations performed by the Committee referred to in Article 6.5.3.1 shall be confirmed by the Negotiating Committees of the two parties and ratified by the respective bodies to form an addendum to this collective agreement. The changes are to become effective 1981 September 01.

6.5.4 The Committee referred to in Article 6.5.3.1 shall be governed by the following criteria:

(a) The revised structure shall produce not more than 23 Directors who will receive an allowance of $2,900.00 per position in 1981-82.

(b) The revised structure shall produce two levels of headships to be designated as Major and Minor heads. There shall be a maximum of 201 positions in 1981-82. The total allowance to be paid for the two positions shall not exceed $476 750 in the school year 1981-82.

6.5.5.1 The position of Department Assistant shall be phased out effective 1981 August 31.

6.5.5.2 There shall be a revised position created which shall be referred to as an Assistant Head. There shall be a maximum of 150 Assistant Head positions in 1981-82. The allowance paid for these positions shall be $850 per position.

6.5.6 The total allowances paid for the positions referred to in Article 6.5 shall not exceed $673 250.

6.5.7 The revised allowance for Positions of Responsibilities for the school year 1981-82 shall be specified in an addendum to Schedule B.

ADDENDUM TO THE
1980 - 82
WRITTEN COLLECTIVE AGREEMENT

Preamble

Whereas it is the desire of both the Board and the Branch Affiliate to effect items agreed upon during recent negotiations, and

Whereas the deliberations referred to in Articles 6.5.3.1 and 6.5.3.2 of the current agreement have been completed,

The parties hereby agree that the following revisions are adopted and form part of the 1980-82 Written Collective Agreement between the parties dated 1980 December 15.

(1) That Article 6.4 be amended by adding the following:

6.4.3. Effective 1981 September 01
The following positions of responsibility shall be maintained subject to the provisions of Regulation 704, and the "Criteria for Establishment of Positions of Responsibility - Secondary Schools" as outlined in Article 19 of the Personnel Manual for Teachers (6th Edition), and revised as of 1981 March 03.

(1) Director
(2) Major Head
(3) Minor Head
(4) Department Assistant

(2) That Article 6.5.4 be amended as follows:

6.5.4 (1) The revised structure shall produce 24 Directors who will receive an allowance of $2,900. per position in 1981-82.

(2) The revised structure shall produce two levels of headships to be designated as Major and Minor heads. There shall be a maximum of 211 positions in 1981-82. The total allowance to be paid for the two positions shall not exceed $476 750. in the schoool year 1981-82.

(3) That Article 6.5.5.2 be amended as follows:

6.5.5.2 There shall be a revised position of Department Assistant. There shall be a maximum of 150 positions in 1981-82. The allowance paid for these positions shall be $850. per position.

(4) That the following revisions be made Schedule "B", Section 2(b):

Director	- $2,900.
Major Head	- $2,250.
Minor Head	- $2,250.
Department Assistant	- $ 850.

In witness thereof the parties have caused this Addendum to the Written Collective Agreement to be executed by their respective officers, duly authorized hereunto the 3rd day of March 1981.

Michipicoten Secondary, 1981-82

Definitions

A Specialist and a Department are defined in the Ministry of Education regulations.

i. Major Head

A teacher who holds a High School Specialist Certificate in a subject area supervising a Department in which at least 120 periods of classroom instruction are being taught by two or more teachers. The total number of periods taught in a subject area shall be the sum of the number of periods taught in a representative week from each semester.

ii. Minor Head

A teacher who holds a High School Specialist Certificate in a subject area supervising a Department in which at least 80 periods of classroom instruction are being taught by two or more teachers. The total number of periods taught in a subject area shall be the sum of the number of periods taught in a representative week from each semester.

iii. Chairman

A teacher who has the workload of a major or minor head but lacks the specialist qualifications.

iv. Co-ordinator

A teacher who is in charge of one subject area or programme.

v. Guidance Head

A teacher who holds a Specialist Certificate in Guidance and who supervises a department in which guidance services are administered.

The following areas may be eligible for positions of responsibility, as per above definitions:

- Business Education	English & Theatre Arts
- Family Studies	French
- Guidance & Special Ed.	Mathematics
- Music	Physical Education
- Practical	Science
- Social Science	Technical

Where a department which qualified for a higher level of responsibility in any one year drops below that level in the succeeding year, that department head shall be notified as to this possibility on or before April 30th.

Niagara South Secondary, 1981-82

Responsibility Allowances

The organization of a Secondary School with respect to positions of responsibility shall be in accordance with Board Policy A-6 (Revised). The total funding per school shall be determined as follows:

First 400 students, based on the Official Projected

Enrolment $49.32

Second 400 students, based on the Official Projected

Enrolment $32.88

Remaining students, based on the Official Projected

Enrolment $16.44

No single position of responsibility shall receive an allowance in excess of $2,700.

For the school year 1981-82 only, positions of responsibility shall be in accordance with the former Board Policy A-6 and shall be allocated on the basis of the 1980-81 school organizations as per the following schedule:

Commercial Director	$2,700.00
Technical Director	$2,700.00
Head of Department	$2,600.00
Minor Head	$1,725.00
Assistant Head	$1,100.00

If the acting appointment is to a position covered by the regulations, the Board will request an extension of the Temporary Letter of Approval and, subject to the granting of such request by the Ministry the appointment is automatically renewed for a further period of one year.

Where there exists a multi-personnel supervisory position in lieu

of a vice-principalship, each person in that position will receive an allowance as determined in the following manner:

$$\frac{\text{difference between Group 4 maximum and a V.P.'s starting salary}}{\text{\# of persons in the alternate administrative structure}}$$

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 1 OF 2
	OPERATING PROCEDURES: Yes [X] No [ ]

STATEMENT OF POLICY:

It shall be the policy of the Board to appoint teachers to positions of responsibility in Secondary Schools in the manner as outlined in the Administrative Regulations.

ADMINISTRATIVE REGULATIONS:

A: General

1. The role of the teacher in charge of an organizational unit as outlined in Regulation 704-78: Elementary and Secondary Schools and Schools for the Trainable Retarded Children shall be maintained as a role guideline.

2. Prior to the Board's posting a position of responsibility other than that covered by the above Regulation, the Principal shall be required to submi: the role of definition for the position to the Superintendent of Schools.

3. The definition of "Department" shall be as outlined in the appropriate sections of Regulation 704-78: Elementary and Secondary Schools and Schools for the Trainable Retarded Children.

4. Commercial Department and Technical Department mean those departments in which the commercial and technical subjects are taught in accordance with regulation 704-78.

5. The funding for positions of responsibility shall be calculated on a 3 to 2 to 1 dollar ratio (3:2:1) on a base of 400 students and multiples of 400.
   i. e.

   3X x 1st 400 students.
   2X x up to next 400 students.
   1X x remainder

   X is the dollar value to be determined annually.

6. The method of allocating such funds to those holding positions of responsibility within each school shall be determined by the principal in consultation with the staff and in accordance with this Board Policy.

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 2 OF 2
	OPERATING PROCEDURES: Yes [X] No [ ]

ADMINISTRATIVE REGULATIONS: (cont'd)

7. The original structure for each school shall be determined by the principal in consultation with his staff.

8. Suggested models for organizational structures are as follows:
   A - TRADITIONAL (Dept. Head Model)
   B - SECTION STRUCTURE (#Sections/subject)
   C - MANAGEMENT UNIT (baseline model)
   D - ALTERNATE STRUCTURE (other structures)
   Models A, B and C are outlined in the Operating Procedures.

9. The organizational structure when approved by the Board shall be for an initial minimum period of two years. It shall become the regular organization for that school following a positive evaluation in the second year or application shall be made for a different structure.

10. For all models, only those departments that would ordinarily qualify for a directorship or major or minor headship under the Traditional model shall be posted when vacant and applicants shall be qualified as per regulation 704-78. Positions of responsibility where a true vacancy does not exist shall be filled on an acting basis for one year.

11. Assistant headships or alternate structures in lieu of assistant headships shall be posted internally within the school concerned.

12. The principal, shall submit through the appropriate Superintendent of Schools to Administrative Council to the Board for approval by May 1 of any year the organizational model to be used in his school and the remuneration to be paid for each position. This submission shall include the process of consultation used.

13. The qualifications for teachers in charge of Organizational Units as defined in Regulation 704-78 shall be as outlined therein.

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 1 OF 10

OPERATING PROCEDURES:

MODEL A - TRADITIONAL

A. Positions of Responsibility - Secondary Schools

1. "Director" - In technical and commercial subject areas wherein the equivalent of the full time of two teachers is taught by three or more teachers, a Director shall be appointed.

   (i. e. 40 periods per five day cycle x two teachers = 80 periods per cycle or equivalent for semestered schools)

2. "Major Head" - In academic subject areas wherein the equivalent of the full time of two teachers is taught by three or more teachers, a Major Head shall be appointed.

   (i. e. 40 periods per five day cycle x two teachers = 80 periods per cycle).

   Headships for Guidance in academic and composite secondary schools shall be designated "major" headships.

3. "Minor Head" - The principal may request the appointment of a Minor Head in a department wherein the equivalent of the full time of one and one-half teachers is taught by two or more teachers.

   (i. e. 40 periods per five day cycle x one and one-half teachers = 60 periods per cycle).

4. "Assistant Head"

   (a) The principal may request the appointment of an Assistant Head in a department wherein the equivalent of the full time of three and one-half teachers is taught by five or more teachers under the direction of a Major Head or a Director.

   (i. e. 40 periods per five day cycle x three and one-half teachers = 140 periods per cycle).

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 2 OF 10

OPERATING PROCEDURES: (cont'd)

The principal may request an additional Assistant Head in a department where an additional equivalent of the full time of three and one-half teachers is taught by five or more teachers.

OR

(b) The principal, in consultation with his staff may request Board approval that in lieu of appointing an Assistant Head, he be permitted to apportion the allowance among teachers for specified responsibilities in that or other subject areas.

5. (a.) In those schools where there are more than 500 students, there shall be separate departments for Boys' Physical Education and Health and Girls' Physical Education and Health.

(b) One such department shall be eligible for the appointment of a major head, the other such department will then be eligible for the appointment of a minor head who shall be a person of the opposite sex to the major head.

(c) B 5. (b) above shall not prevent the appointment of two major headships if the number of classes qualify the department for such as defined in present Board policy.

(d) A principal after consultation with the staff of the Physical Education Department may request an alternate structure within the two departments named above, the sum of the allowances to be determined within the allowances permitted in accordance with Article 7.03.01.

B. Qualifications for Positions of Responsibility - Secondary Schools

1. The qualifications for teachers in charge of Organizational Units shall be in accordance with the Administrative Regulations.

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 4 OF 10

OPERATING PROCEDURES: (cont'd.)

not included in this model.

2. In the event that a school receives less funding than is required to pay for positions of responsibility under this structure, the payment of allowances shall be in the same ratio as that ratio found in the collective agreement of 1980-81 (26:25:16.5:10.5)

MODEL B

RESPONSIBILITY ALLOWANCES BASED ON SECTION STRUCTURE

1. Schools selecting this model shall organize into the following departments: Science, Mathematics, English, History, Geography, Moderns, Music, Art, Home Economics (Family Studies), Technical, Business Studies, Physical Education, Guidance, Library Services.

2. A department shall be deemed to exist when one or more sections exist within that department.

3. The monetary allowance per section for responsibilities shall be based on the following calculation:

   a = # original sections of all course offerings

   b = # duplicate sections of all course offerings

   x = $ value of a

   y = $ value of b

   $$y = \frac{\text{Total \$ allocated to the school less guidance \& library services allowances}}{2a + b}$$

   $x = 2y$

4. The monetary allowance per department for responsibilities shall be based on $x for each original section of a course offering within that

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 3 OF 10

OPERATING PROCEDURES: (cont'd.)

2. The qualifications for Minor Head shall be the same as those for Major Head.

3. No qualifications are specified for Assistant Head in order to provide the principal with some latitude in his recommendation for such an appointment.

C. Non-Conforming Positions of Responsibility

1. Reclassification:

If the projections for the coming year for a commercial, technical or major department indicate that the department will no longer qualify for a directorship or major headship, the teacher concerned shall be notified in writing by the Principal no later than April 30 of the same year that the position will be reclassified.

2. Redundancy:

(i) If projections for the coming year indicate that the position of director, major head or minor head will cease to be so qualified under board policy, and the position cannot be reclassified, the teacher concerned shall be notified in writing by the Principal no later than April 30 of the same year that the position will be declared redundant.

(ii) If projections for the coming year indicate that a department will no longer qualify for an assistant headship, the teacher concerned shall be notified in writing by the Principal no later than April 30 of the same year that the position will be declared redundant at the close of school in June of the same year.

D. Method of Funding

1. In the event that a school receives more funding than is required to pay for positions of responsibility under this structure, the excess funds must be used to create positions of responsibility

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 5 OF 10

OPERATING PROCEDURES: (cont'd.)

department and $y for each duplicate section.

5. Where the monetary allowance per department exceeds the cap established in the collective agreement that department shall have the option of creating one or more assistant headships.

6. The responsibility allowance for the Heads of Guidance and Library Services shall be determined in an equitable manner by the principal in consultation with his staff.

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 6 OF 10

OPERATING PROCEDURES: (cont'd.)

SAMPLE CALCULATIONS

Calculations are based on the 1980-81 school section allocations and the total 1980-81 individual school responsibility allowances for three sample schools.

	a	b	Total Resp. All. $	Guidance & Library *	X	Y
School A	104	112	$29150	$3500	$160.32	$80.16
School B	79	98	$24100	$3500	$160.94	$80.47
School C	140	286	$39400	$3500	$126.86	$63.43

* These may not be the figures decided by the school.

	Sci	Mat	Eng	Hist	Geog	Lang	Bus	Art	H.Ec.	Tech	Bus	P.E.
School A	11	12	11	7	9	7	4	4	3	15	14	7
	(10)	(14)	(13)	(6)	(8)	(5)	(3)	(3)	(3)	(13)	(13)	(6)
	1764	1924	1764	1122	1443	1122	641	641	481	2405	2244	1122
	(802)	(1122)	(1523)	(481)	(721)	(401)	(240)	(240)	(240)	(1523)	(1202)	(481)
	2566	3046	3287	1603	2164	1523	881	881	721	3928	3446	1603
School B	11	11	9	9	9	6		4	3	3	5	9
	(18)	(13)	(14)	(7)	(7)	(6)		(6)	(3)	(4)	(11)	(11)
	1770	1770	1448	1448	1448	968		644	483	483	805	1448
	(1288)	(1046)	(1127)	(563)	(563)	(483)		(483)	(241)	(322)	(885)	(885)
	3058	2816	2575	2011	2011	1448		1127	724	805	1690	2333
School C	12	12	12	9	6	12	3	3	7	23	19	18
	(34)	(43)	(56)	(19)	(13)	(16)	(2)	(9)	(4)	(32)	(42)	(16)
	1522	1522	1522	1142	781	1522	634	634	888	2918	2410	2283
	(2157)	(2727)	(3552)	(1205)	(825)	(1015)	(127)	(571)	(254)	(2030)	(2664)	(1015)
	3679	4249	5074	2347	1586	2537	761	1205	1142	4948	5074	3298

Code: (1) Number of different sections

(2) Number of duplicate sections

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility -	PAGE 7 OF 10

OPERATING PROCEDURES: (cont'd)

MODEL "C"

MANAGEMENT UNITS MODEL

1. This organization is an extension of a base-line staffing formula.

2. The distribution of the Management Units and the total number assigned to a particular school would reflect the needs of that school. The principal in consultation with his staff would decide the administrative positions needed in the school and assign the number of units to each position.

3. By dividing the funds allocated to the school by the total number of management units, the value of each unit is obtained and the payment for each position can be calculated. OR The value of the management unit could remain constant (e.g. $100.00) and the number of units recalculated annually would vary from year to year.

PROPOSAL FOR STRUCTURING SECONDARY SCHOOL MANAGEMENT UNITS:

1. Formula designed to establish number of management units per day for each school:

   (a) Academic - Commercial

$$\text{O.P.E.} \quad \frac{\text{Enrolment} \times \text{Average Credits} \times \% \text{ Academic}}{30 \text{ (Optimum Class Size)}} = \text{Number Management Units per day}$$

   (b) Technical

$$\text{O.P.E.} \quad \frac{\text{Enrolment} \times \text{Average Credits} \times \% \text{ Technical}}{20 \text{ (Optimum Class Size)}} = \text{Number Management Units per day}$$

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 8 OF 10

OPERATING PROCEDURES: (cont'd)

(c) Guidance and Library Administration = Number Management Units per day

Total Number of Management Units per Day = _____

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 9 OF 10

OPERATING PROCEDURES: (cont'd)

SAMPLE
ALTERNATE ADMINISTRATIVE STRUCTURE
MANAGEMENT UNIT DISTRIBUTION

(a) Director of Business Studies	26 units	$2516.80
Assistant Director	10 units	968.00
(b) Director of Technological Studies	26 units	2516.80
Assistant Director	10 units	968.00
(c) Head of Physical Education	25 units	2420.00
Assistant Head	10 units	968.00
(d) Head of Student Services	25 units	2420.00
(e) Head of English	25 units	2420.00
Assistant Head	10 units	968.00
(f) Head of Science	25 units	2420.00
Assistant Head	10 units	968.00
(g) Head of Mathematics	25 units	2420.00
Assistant Head	10 units	968.00
(h) Head of Moderns	25 units	2420.00
(i) Head of History	15 units	1452.00
(j) Head of Geography	15 units	1452.00
(k) Head of Art	10 units	968.00
(l) Head of Library	15 units	1452.00
(m) Head of Music	10 units	968.00
(n) Co-Op Education Co-Ordinator	5 units	484.00
(o) Special Projects Co-Ordinator	5 units	484.00
	337 units	
Total School Allocation	$32,623.00	
No. of Management Units	337	
Management Unit Value	96.80	

SECTION A: Teaching Staff	POLICY CODE: A - 6
TITLE Positions of Responsibility - Secondary	PAGE 10 OF 10

OPERATING PROCEDURES: (cont'd)

MODEL D - ALTERNATE STRUCTURES

1. An alternate organization other than Models A, B or C may be requested by the principal in consultation with his staff.

2. The proposal for the alternate organization shall include the apportionment of funds based on the total allocation of the school. If there is an excess or shortfall of funds, the allocation shall be made equally throughout the positions of responsibility.

SECTION A: Teaching Staff	POLICY CODE: A - 22
TITLE Staff Allocation - Secondary	PAGE 1 OF 1
	OPERATING PROCEDURES: Yes ☐ No ☒

STATEMENT OF POLICY:

It shall be the policy of the Board to allocate staff to the secondary schools in the manner as outlined in the Administrative Regulations.

ADMINISTRATIVE REGULATIONS:

1. The Official Projected Enrolment shall be established annually by the Superintendent of Planning prior to January 30 of each year.

2. Each principal shall be required to submit to the Superintendents of Program and Operations a total school organization which shall include student options, number of sections by subject, proposed class size, individual pupil teacher contacts, average student credits and such other information as required.

3. The Superintendents of Program and Operations shall develop an equitable method of allocation of guidance and library personnel. This determination shall take into consideration provincial averages for the above services.

4. Each principal shall be required to attend a meeting with the Superintendent of Program, Superintendent of Operations, Superintendent of Schools and two federation representatives. The purpose of this meeting shall be to have the principal explain his proposed organization and staffing request.

5. The Superintendents of Program and Operations shall recommend to the Board for approval the secondary school staffing requirement for the jurisdiction by February 28 of each year.

6. The recommended staff allocation shall include staffing for regular day school students only.

Effective Date:

Nipigon-Red Rock Secondary, 1980-82

10.01 Subject to regulations listed, each of the following departments of subject areas shall have a coordinator:

Commercial	Mathematics	Science
English	Physical Education	
French	Social Sciences	
Guidance	Technical	

10.02 Appointments to these positions of responsibility shall be made by the Board.

10.03 Each subject area or department listed in 10.01, in which the equivalent of two or more full-time teachers are employed, shall have a co-ordinator.

10.04 The majority of the teaching assignments of anyone holding the position of Subject Co-ordinator shall be within the department for which he or she is responsible.

10.05 No one shall be responsible for more than one of the subject areas or departments listed in 10.01 at the same time.

10.06 No one appointed to the position of Co-ordinator prior to 1976 shall lose this position of responsibility because of the requirements of 10.03.

Nipissing Secondary, 1980-82

No change in the existing Board policy with respect to the criteria for appointment to responsibility positions - (Secondary Schools in the Board Policy Manual) shall be made without prior consultation with the Branch Affiliate presidents.

Nipissing Secondary

Board Policy

Responsibility Positions Secondary Schools	Authority

1. a) Titles

Director	
Major Department Head	147-69
Minor Department Head	267-77
Assistant Department Head	

b) Designation

i) A major department head may be appointed to a recognized department of a school where at least 3 teachers (including the head of department) have been assigned at least 640 minutes of classroom instruction per day.

ii) A minor department head may be appointed to a recognized department of a school where at least two teachers (including the minor head of department) have been assigned at least 320 minutes of classroom instruction per day.

iii) An assistant department head may be appointed to a recognized department of a school where at least six teachers (including the head and assistant head of department) have been assigned 1280 minutes of classroom instruction per day.

iv) A second assistant department head may be appointed to a recognized department of a school where at least 10 teachers (including the head and the assistant head of department) have been assigned 2240 minutes of classroom instruction per day.

2. a) Classification of Departments

The following shall be recognized departments (for the purposes of 1.b):

Art	Mathematics
Commercial	Modern Languages
English	Music
Français	Occupations
Geography	Physical Education - Boys'
Guidance	Physical Education - Girls'
History	Science
Home Economics	Technical
Library	

....

Revised

June 6, 1977

2) b) Other subject area combinations recommended by the Principal and approved by the Director of Education shall be recognized as departments provided the requirements of Section 1 (b) are satisfied.

c) The Head of a Commercial Department shall be known as the Commercial Director and the Head of a Technical Department shall be known as the Technical Director.

d) The Guidance Department shall be considered as a major department when the school enrolment reaches 1000. It will be considered as a minor department when the school enrolment is 500 to 999.

e) The Library Department shall be considered as a minor department when the school enrolment reaches 1000.

3. Vacancies

a) Vacancies will be announced in the Nipissing Board of Education Secondary Schools prior to advertising in a provincial newspaper. Employees of the Board will be given preference over outside applicants when qualifications and competence are equal.

b) Any position may be left open at the discretion of the Director of Education.

4. Selection Procedures

a) Appointments within the policy shall be recommended by the principal concerned and approved by the Director of Education or his designate who shall report them to the Board for ratification.

b) Vacancies will normally be filled during the spring term and appointments shall take effect the following September.

5. Qualifications

a) Department Heads and Directors shall be fully qualified for the positions in accordance with the most recent regulations of the Ministry of Education.

b) Where it is necessary to appoint someone who is not fully qualified to the position of department head, such appointment shall be on an "acting" basis and shall be for a period of one year only.

6. Revisions of Designations

Each October, Department designations and responsibility positions shall be revised when a department falls below the requirements stated in 1(b) by more than 40 minutes per day.

7. Subject Chairman

The designation of Subject Chairman shall be eliminated, but present subject chairman positions shall remain as long as they are held by the present incumbents.

8. Exceptions

Exceptions to this policy shall be made in those instances where commitments have been made to individuals under special circumstances that existed during the formation of a school or of the school system.

North Shore Secondary, 1981-83

Although the Board has the right to create or designate a new position of responsibility within the school to be filled by a teacher, it is agreed that the salary schedule for such a position shall be discussed with the Branch Affiliate Presidents or authorized representatives before a new position or the appointment is made. Appointments will be according to Board Policy 043 as delineated by Resolution 194/80.

POLICY STATEMENT

1. Evaluation of teachers requires the competency of a Principal, Vice-Principal or Supervisory Officer.

2. Each person who receives a Responsibility Allowance will report annually through the Principal and Director of Education to the Board on duties and accomplishments relative to such position.

3. All recipients of a Responsibility Allowance will be expected to perform duties as outlined in Sections 17 and 18 of Ontario Regulation 704/78 (Duties of Teachers in Charge of Organizational Units and Subject and Program Supervision and Co-ordination).

4. At the first Board meeting in May each year, each Principal shall submit to the Board through the Superintendent of Instruction an Organizational Plan for Positions of Responsibility. The plan shall be based on April enrolment projections, and if the actual enrolments as of September 30th warrant a position of Responsibility to be re-classified to a higher category this will be retroactive to September 1st. Should the actual enrolments warrant a re-classification to a lower category, the position will be retained for that school year in the higher category, and re-classification will take place in accordance with future projections. This Plan shall also be in accordance with the terms of the current Salary Agreement, the Acts and Regulations and the criteria contained herein.

5. Criteria for Appointment to Positions of Responsibility (excluding Principals in Secondary Schools:

   Vice-Principal

Secondary Schools up to 350 pupils	-	No Vice-Principal
Secondary Schools from 350 - 600 pupils	-	1 Vice-Principal with a minimum of 2 periods teaching assignment
Secondary Schools from 600 - 1,200 pupils	-	1 Vice-Principal with full-time administration responsibilities
Secondary Schools from 1,200 + pupils	-	Consideration will be to the appointment of a 2nd Vice-Principal with only part-time administration responsibilities.

Directors (Technical & Commercial Departments Only) - teacher in charge of these Organizational Units in which there is a minimum of 17 classes taught in at least 5 distinct Commercial or Technical subject areas as prescribed by Ministry Guidelines (in Commercial subjects this shall exclude Basic Level courses).

Heads of Department - teacher in charge of these Organizational Units in which there is a minimum of 12 periods in the subject area(s).

Subject Co-ordinator - teacher in charge of these Organizational Units in which there is a minimum of 12 periods in the subject area(s).

Subject Leader - teacher in charge of these Organizational Units in which a subject is taught throughout the Grades 9 - 13 range with at least 6 classes taught in the subject.

OR

- teacher in charge of these Organizational Units in which a subject is taught throughout Grades 9 - 12 with 7 - 11 classes taught in the subject.

NOTE: a) Appointment of a teacher to a Position of Responsibility in Guidance shall be based on the following criteria:

Schools under 200 pupils	- No Appointment
Schools 200 - 350 pupils	- Subject Leader
Schools 350 - 750 pupils	- Subject Co-ordinator
Schools 750 + pupils	- Head of Department

b) Appointment of a teacher to a Position of Responsibility in Library shall be at the discretion of the Principal who may recommend a teacher to a Position based on the following criteria:

Schools under 200 pupils	- No Appointment
Schools 200 - 350 pupils	- Subject Leader
Schools 350 - 750 pupils	- Subject Co-ordinator
Schools 750+ pupils	- Head of Department

Although the Board has the right to create or designate a new position of responsibility within the school to be filled by a teacher, it is agreed that the salary schedule for such a position shall be discussed with the Branch Affiliate Presidents or authorized representatives before a new position is advertised or the appointment is made.

Effective September 1, 1981, the following positions are recognized for all Secondary Schools within the jurisdiction of the North Shore Board of Education. Appointment will be according to Board Policy and the following criteria:

Directors (Technical & Commercial Departments only) - teacher in charge of these Organizational Units in which there is a minimum of 17 classes taught in at least 5 distinct Commercial or Technical subject areas as prescribed by Ministry Guidelines (in Commercial subjects this shall exclude Basic level courses).

Heads of Department - teacher in charge of these Organizational Units in which there is a minimum of 17 classes taught in the subject area(s).

Subject Co-ordinator - teacher in charge of these Organizational Units in which there is a minimum of 12 periods in the subject area(s).

Subject Leader - teacher in charge of these Organizational Units in which a subject is taught throughout the Grades 9 - 13 range with at least 6 classes taught in the subject.

OR

- teacher in charge of these Organizational Units in which a subject is taught throughout Grades 9 - 12 with 7 - 11 classes taught in the subject.

NOTE: a) Appointment of a teacher to a Position of Responsibility in Guidance shall be based on the following criteria:

Schools under 200 pupils	- No Appointment
Schools 200 - 350 pupils	- Subject Leader
Schools 350 - 750 pupils	- Subject Co-ordinator
Schools 750 + pupils	- Head of Department

b) Appointment of a teacher to a Position of Responsibility in Library shall be at the discretion of the Principal who may recommend a teacher to a Position based on the following criteria:

Schools under 200 pupils	- No Appointment
Schools 200 - 350 pupils	- Subject Leader
Schools 350 - 750 pupils	- Subject Co-ordinator
Schools 750 + pupils	- Head of Department

Ottawa Secondary, 1980-82

Article 19 - Headships

19.01 The titles Head and Minor Head shall be used to identify teachers in charge of Organizational Units in the schools.

19.02 The qualifications for teachers in charge of Organizational Units shall be a Specialist or an Honour Specialist in one or more of the subjects taught in the Organizational Unit, or as may be specified in the Ministry of Education Regulations.

19.03 All subjects shall be assigned to an Organizational Unit. An Organizational Unit may be supervised by (i) a Head, (ii) a Head and one or more Minor Heads, or (iii) a Minor Head.

19.04 Organizational Units shall be formed on the basis of the criteria specified in 19.05 from the following:

a) English Language Schools

i) Single Units

1. Art
2. Bilingual Studies
3. Business Education
4. Classics
5. Dramatic Arts
6. English
7. Family Studies
8. French
9. Geography
10. Guidance
11. History
12. Library
13. Mathematics
14. Modern Languages
15. Music
16. Orthopaedic
17. Physical & Health Education
18. Science
19. Special Education
20. Technological Studies

ii) Combined Units

1. Applied Science (Mathematics and Science)
2. Arts (Art, Dramatic Arts, Family Studies, Music and Industrial Arts - where a programme of Technological Studies does not exist).
3. Guidance (Special Education)
4. Languages (Classics, French and Moderns)
5. Social Sciences (Geography and History)

b) French Language Schools

i) Single Units

1. Affaires et commerce
2. Anglais
3. Arts
4. Art dramatique
5. Bibliotheconomie
6. Education physique et hygiene
10. Geographie
11. Historie
12. Langues modernes
13. Mathematiques
14. Musique
15. Orientation
16. Orthopediques

7. Enfance en difficulte
8. Etudes familiales
9. Francais
17. Sciences
18. Techniques
19. Valeurs humaines

ii) Combined Units

1. Langues (anglais, classiques, modernes)
2. Arts (arts, musique, etudes familiales, arts dramatiques et arts industriels, ou un programme d'etudes technologiques n'est pas offert).
3. Sciences appliquees (mathematiques, sciences)
4. Sciences sociales (histoire, geographie, valeurs humaines)
5. Orientation (enfance en difficulte)

c) Alternate groupings may be formed, subject to the written approval of the appropriate Superintendent of Schools.

19.05 (a) The following criteria shall apply for the allocation of Heads and Minor Heads in each school based on the projected enrolment for the following school year:

Number of Heads	Minor Heads	Enrolment Criteria: Appoint when enrolment is greater than	Withdraw when enrolment is less than
12	7	1,600	1,550
11	7	1,400	1,350
11	6	1,200	1,150
11	5	1,000	950
10	5	800	775
10	4	750	725
10	3	700	675
10	2	650	625
10	1	500	475
9	1	450	-

Note: It is understood that the time allotment under clause 20.02(c)5 shall be equal to the number of Heads for which the school is eligible, according to the above formula.

Example: A school which is eligible for ten (10) Heads shall be allocated ten sixth (10/6ths) under 20.02(c)5.

(b) A school may elect to convert one Headship to two (2) Minor Headships, only where 19.06(b) applies and/or a vacancy occurs.

19.06 The following conditions shall apply to the appointment and withdrawal of Heads and Minor Heads within an Organizational Unit:

(a) the Head may be appointed only where the full-time equivalent of 2.5 Teachers exists; or

(b) the Head may be retained only where the full-time equivalent of 2.0 Teachers exists.

(c) a Head or Minor Head must hold a full-time teaching schedule in the school to be eligible for the position, and must be assigned to at least half of a full-time schedule in the Organizational Unit.

Note: In determining the number of full-time equivalent Teachers in (a), (b), (c) above, periods allocated to schools to provide supervision time under 20.02(c)5. shall not be counted.

19.07 Special Provisions

a) Notwithstanding 19.05, Borden High School shall have three (3) Heads appointed in the following areas:

1. Head of Student Services
2. Head of Technological Studies
3. Head of Academic Studies.

b) In addition to the complement provided under 19.05, E.S. Cartier shall have an Academic Head of Special Vocational Programmes.

c) An Orthopaedic Unit, such as that located at Fisher Park High School, shall have a Head, subject to the criteria of 19.06, over and above the complement of Heads for the school provided by the formula of 19.05.

19.08 a) Based on approved enrolment projections on which staff allocation is made, the Principal, in consultation with the staff, shall review the Organizational Units in the school and shall make a recommendation to the Superintendent which may include the following:

i) continuation of the current organization;
ii) consoldiation of Organizational Units and a declaration of a vacancy or a surplus;
iii) designation of alternate Organizational Units and a declaration of a vacancy or a surplus;
iv) conversion of a Headship into two (2) Minor Headships and a declaration of a vacancy.

b) Where two (2) or more Organizational Units are consolidated and the Units were represented by Heads, subject to 19.06 and the written approval of the Superintendent, the senior Head will be assigned to the newly formed Organizational Unit.

c) Method of Appointment

i) Headship vacancies shall be filled by June 30 under normal circumstances, either through the transfer of a Head from within the system or from the selection procedures priority list. Applications for transfer shall be invited in January of each year.

ii) Minor Headship vacancies shall be filled by June 30 under normal circumstances, either through the transfer of a Minor Head from within the system, or from the selection procedures priority list. Applications for transfer shall be invited in January of each year.

d) Method for Withdrawal

Where a Headship becomes surplus to a school, the surplus Head may:

i) remain in the school as a teacher, providing a position exists, and have his name added to the selection procedures priority list; or

ii) accept a Minor Headship in the school, if such exists,and have his name added to the selection procedures priority list; or

iii) displace the most junior Head in the Organizational Unit in the system which contains that subject in which the Head was declared surplus and in which he holds the required qualifications.

(e) Where a Minor Headship must be reduced, or where it has been decided to designate a Minor Headship in another subject area the displaced Minor Head shall be assigned to a teaching position within the school, should such exist, and shall be eligible for the provisions of 19.09 and have his name added to the selection procedure priority list.

(f) When a Headship becomes surplus to a school as a result of the application of 19.05(a), the school must consolidate Organizational Units in accordance with the provisions of 19.08(b).

(g) When a Headship becomes surplus to a school as the result of the application of 19.06(b), the school may use the conversion factor as outlined in 19.05(b).

(h) When a Minor Headship becomes surplus to a school as a result of the application of 19.05, the Principal, following consultation with his staff, will determine the surplus position based on the needs of the school and subject to the written approval of the appropriate Superintendent.

19.09 Freezing of Salaries

A Head or Minor Head who was appointed on a regular non-acting, non-interim basis, and who is declassified will have his salary figure as of June 30 preceding the date of declassification frozen, and his salary will remain unchanged until such time as his salary in his new classification, as a result of recognition of additional qualifications, economic adjustments, or increments, is equal to or exceeds the salary figure which was frozen.

19.10 Acting and Interim Positions

a) An Acting position is created when a vacancy occurs in a Headship or Minor Headship for a period of more than two (2) school months and less than that described in 21.07(h). Acting positions shall be filled from the in-school staff and are conditional upon the availability of a suitably qualified candidate.

b) An Interim position is created when a leave is granted for the following school year(s), including that period described in 21.07(h). Interim Headship positions shall be filed from the selection procedures priority list.

c) Heads and Minor Heads appointed on an Acting or Interim basis shall, upon their return to their former classification, have their salary adjusted to the appropriate level of salary for their position in their former classification, effective with the reassignment.

19.11 Selection Procedures

The selection procedures for appointments for Headships shall be reviewed by the Consultation Committee. Pending agreement to any revised set of procedures, the current procedures shall remain operative.

Prescott and Russell Secondary, 1981-83

An Assistant to the Major Department Head is appointed in a department where forty-five (45) courses of one (1) credit each on an annual basis, are taught.

The responsibility of the Assistant to the Major Department Head is:

1. to teach each day a minimum of six (6) courses of one (1) credit each on an annual basis. He may be allowed a maximum of one hundred and twenty (120) minutes per week to fulfill the responsibilities of his position. He may also be assigned a maximum of forty (40) minutes per week for other professional duties.

2. to assist the Major Department Head by fulfilling the responsibilities assigned to him.

For the purpose of this agreement, a Minor Department Head is defined as a teacher who, under the supervision of his Principal, is responsible, in a school, for a department where three (3) teachers or more teach a minimum of twelve (12) courses which give a right to twelve (12) credits, on an annual basis.

The responsibility of such a Department Head is to provide the supervision and leadership in his department. He teaches, each day, a minimum of six (6) courses of one (1) credit each, on an annual basis. He is allowed a maximum of one hundred and twenty (120) minutes per week to carry out his headship responsibility and may be assigned a maximum of forty (40) minutes per week for other professional duties.

Renfrew Secondary, 1981-82

Responsibility Allowances

1.

The following responsibility allowances will be granted and the amounts shall be in addition to those granted in Clauses 6.01, 6.02, 6.03, 6.04, 6.05 and 6.06 of this Agreement.

2.	QUALIFIED	UNQUALIFIED
(a) Technical & Commercial Directors		
A - 4 or more full timetables	3,155	2,709
B - 2 or 3 full timetables	2,827	2,143
(b) Major Department Heads - 4 or more timetables	2,917	2,441
Note: The Head of Guidance in each school shall be recognized as a major head.		
(c) Minor Department Heads - 2 or 3 timetables	2,441	1,815
(d) Assistant Department Heads	1,310	-
(e) Librarians	1,310	-
(f) Subject Co-ordinators	1,310	-

3.

(a) (i) Director - In a composite school or a vocational school there shall be a Commercial Director and a Technical Director.

(ii) Major Department Head - Where a department is established under the Regulations, a Major Head shall be appointed where there are four or more timetables. The Head of Guidance is recognized as a Major Head.

(iii) Minor Department Head - Where a department is established consisting of two timetables being taught by at least three teachers, a Minor Head shall be appointed.

(iv) Assistant Head - May be appointed when the teaching periods in the department reaches six timetables.

(v) Subject Co-ordinators - May be appointed when a teacher not included in a department takes full responsibility for his courses of study, budget and inventory without benefit of direction and assistance. This position pertains to those teachers responsible for more than one and fewer than two timetables and who supervise the program at least one other teacher.

(b) The number of timetables to be used in calculating responsibility allowances for Department Heads and Assistant Heads shall be the total number of periods taught in the field under the head concerned, divided by the number of periods which equal 75% of a full timetable. A full timetable consists of all possible teaching periods exclusive of a daily lunch period.

(c) On the recommendation of the principal and with approval of the Superintendent, Assistant Department Heads may be appointed, preferably with Category III or IV standing when the department load reaches six full timetables.

Sault Ste. Marie Secondary, 1980-82

Positions of Responsibility and Special Allowances (Annual Rates)

Co-ordinator - Physical and Health Education	3 240
Director - (Commercial, Technical)	3 095
Major Department Heads (qualified)	2 790
Minor Department Heads (qualified)	2 110
Acting (unqualified) Heads - Major	1 540
- Minor	1 245
Assistant Head - qualified	1 390
- unqualified	1 095
Subject Head - qualified	1 095
- unqualified	750

Special Allowances

For teachers of the Occupational Programme in the Alexander Henry High School who hold:

(a) A valid Ontario basic teaching certificate approved as applicable by the Ontario Ministry of Education and

(b) A Special Education (Part 1) certificate, or: an Elementary Auxiliary Education Certificate from the Ontario Ministry of Education 825

The following areas shall be considered as departments for the purpose of assigning positions of responsibility, in accordance with regulations:

Art	Languages (Modern, Classical)
Business Education	Music
English	Mathematics
Library	Physical Education
Geography	Science
Guidance	Technical
History	Francais (at LakewayC. & V. S.)
Home Economics (Family Studies)	Social Science (at Alexander)
	Food Services (Henry H.S.)

New Positions of Responsibility

Although the Board has a right to create or designate a new position of responsibility up to but excluding the appointment of a vice-principal to be filled by a teacher who comes within the scope of this Agreement, it is agreed that the salary schedule for such a person shall be discussed on a consultative basis with a designate of the Branch Affiliate or authorized representative before the new position is advertised and/or the appointment is made.

Stormont, Dundas and Glengarry Secondary, 1981-82

Positions of Leadership and Supervision

6:01 Upon appointment to a position of leadership and supervision, a teacher shall receive a responsibility allowance in addition to his regular salary, and such allowance may have the effect of piercing the maximum of the salary group for which the teacher is qualified.

6:02 a) The positions of leadership and supervision which may be established, the definition of departments, the minimum qualifications, will be as set out in Schedule 3.

b) The allowance applicable to Positions of Leadership and Supervision will be as set out in Schedule 4.

c) In the definition of departments, when a Major Department Head (Technical Director, Commercial Director or Head) is reduced to a Minor Department Head, the individual shall have for the first year of occupying the minor department headship the allowance applicable for the appropriate major departmentheadship.

6:03 The creation of any new position of leadership and supervision will be by mutual agreement between the parties, however, the making of any appointment to a position of leadership and supervision is strictly the responsibility of the Board.

Ontario

6:04 The Board reserves the right to remove any teacher from a position of leadership and supervision. Should this action become necessary, the teacher shall be notified in writing by April 30th.

6:05 a) Teachers assigned to Positions of Leadership and Supervision, with qualifications below the requirements of the Ministry of Education, are subject to removal from such positions at the end of any school year, if suitable qualified teachers are available to fill the positions.

b) Teachers presently assigned to Positions of Leadership and Supervision, with qualifications below the requirements of the Ministry of Education, will have three (3) years from September 1, 1978 to obtain the necessary qualifications, or may be subject to removal from such positions in accordancewith Article 6:05 (a).

6:06 a) (i) When three (3) or more departments in a school qualify a major departments, the guidance department may be classified as a major department.

(ii) When two (2) departments in a school qualify as major departments, the guidance department may be classified as a minor department.

b) Any teacher appointed to a position of leadership and supervision in a guidance department, shall hold a High School Specialists Certificate in guidance.

c) When any three (3) departments in a school qualify as major departments the Music, Art and Library departments may be classified as minor departments.

d) Related departments in any school may be combined to form a department.

6:07 The criteria for establishing positions of Leadership and Supervision and for setting allowances shall not prevent Tagwi Secondary School from continuing to organize under the deanship.

6:08 The minimum responsibilities attached to Positions of Leadership and Supervision shall be as set out in Regulation 704/78 made under the Ministry of Education Act.

6:09 The May projection will be used to classify departments. However, departments may be adjusted upwards or downwards based on September 30th actual number of periods per department.

SCHEDULE 3

REGULATIONS REGARDING THE CLASSIFICATION OF DEPARTMENTS AND POSITIONS OF LEADERSHIP AND SUPERVISION

Definition of Departments

Type of Department	Minimum Number of Periods Per Week	Title of Position	Qualification (Note 1)
Major	95	Technical Director	As per Regulation 704/78
	95	Commercial Director	As per Regulation 704/78
	95	Head	High School Specialist Certificate
	189	Associate Head	High School Specialist Certificate
Minor	60	Technical Director	As per Regulation 704/78
	60	Commercial Director	As per Regulation 704/78
	60	Head	High School Specialist Certificate
Mini	40	Head	High School Specialist Certificate

NOTE 1 - Refer to Article 6, Positions of Leadership and Supervision, Section 6:05 (a) and (b) for statement of qualifications.

Sudbury Secondary, 1981-82

POSITIONS OF RESPONSIBILITY

Responsibility Allowances

a) Responsibility allowances shall be paid upon the recommendation of the Director of Education, subject to the approval of the Board.

b) Responsibility allowances will be paid only to teachers who are employed on a full-time contract with the Board.

c) With the exception of Assistant Department Heads and Subject Supervisors, appointments to positions that bear responsibility allowances will be on a probationary period for up to 2 years.

d) The following titles shall be used to designate positions that bear a responsibility allowance:

Technical Director
Acting Technical Director
Commercial Director
Acting Commercial Director
Department Head
Acting Department Head
Assistant Department Head
Subject Supervisor 'A'
Subject Supervisor 'B'
In-School Co-ordinator

This list does not preclude the right of the Board to create new positions that bear a responsibility allowance during the term of this Agreement. The salary for any new position would be negotiated into the Agreement at this time, but shall not constitute a re-opening of this Agreement.

a) Technical and Commercial Directors and Heads of Departments

The qualifications for these positions shall be as outlined in "Elementary and Secondary Schools and Schools of Trainable Retarded Children - General 704:78 Section 15" that are in force on the first day of the Agreement.

b) Acting Technical and Commercial Directors and Heads of Departments

Should the rare occasion arise where, in the opinion of the Director of Education, none of the qualified candidates are capable of assuming the responsibility of the position in question, the Board may appoint an Acting Commercial or Technical Director or Head of Department.

The qualifications for these positions shall be a basic Ontario teaching certificate valid in secondary schools. All acting positions shall be posted/advertised each school year,

unless the teacher produces evidence of progress annually toward full qualifications.

c) Assistant Heads of Departments

As appointments to these positions will be on annual basis, a probationary period is unnecessary. The qualifications for these positions shall be a basic Ontario teaching certificate valid in Secondary schools.

d) If sufficient periods as per credit count exist, positions of responsibility must be filled unless no teacher, in the opinion of the Board, is competent to fill the position.

e) Subject Supervisors

Where the following subject areas do not meet the criteria to be designated as a minor department, Subject Supervisors will be appointed in Music, Art, Industrial Arts, Family Studies and Library providing the Subject Supervisor is:

i) responsible for organizing and supervising the courses from grades 9 - 12 inclusive, and

ii) teaching in the sujbect area for 50% of his/her teaching time.

Qualifications for Subject Supervisor will be as required by the Regulations for teachers in charge of Organizational Units. All acting positions shall be posted/advertised each school year, unless the teacher produces evidence of progress annually toward full qualifications.

f) In-School Co-Ordinator of Special Education

Where a program exists from Year 1 to Year 4 exclusively in Basic and/or Modified Programs, a Co-ordinator will be appointed. A qualified Co-ordinator will require an Occupational Specialist Certificate Practical or General Subjects OR a Specialist Certificate in Special Education.

Classification of Positions of Responsibility

(A) In order to classify positions of responsibility, the following time-tabled peeriods shall be counted:

i) teaching
ii) library
iii) counselling

Total periods in the discipline(s) shall be evaluated on a weekly basis and shall be determined by multiplying by five the number of credits/sections offered per year. Positions of responsibility will be determined on a temporary basis on May 15 and officially for the school year on September 30, based on the authorized staff that is allotted to the school on that date. The new responsibility allowance will take effect for the pay period following September 25th.

The Principal will notify the teachers in writing on the date above of their classification for the school year. Positions of responsibility that are determined on September 30, must be filled unless no teacher, in the opinion of the Board, is competent to fill the position.

(B) Major Headship:	120 plus periods
Directors:	120 plus periods
Minor Headships:	70-119 periods
Subject Supervisors:	'A' Level
	35-69 periods
	2 teachers in the subject area
	'B' Level
	Less than 35 periods
	1 teacher in the subject area
Assistant Headship	1 @ 145 periods
	2 @ 201 periods

Special Considerations

Physical Education

a) Schools under 500 - 1 major headship or 2 minor headships)Assistant Headships as noted above.

b) Schools over 500 - 2 major headships)

Guidance

a) Schools under 500 - minor headship

b) Schools over 500 - major headship

Resource Personnel

(a) 1) All Master Teachers will be hired on an ad hoc basis, with the term specified at the time of appointment.

2) From this point on, the Master Teacher will continue in his position unless the Board determines:

i) there is no longer a need for the position,

ii) the Master Teacher no longer meets the criteria for the position of Master Teacher as listed in (b).

(b) Annually, or as required, a committee consisting of the Superintendent of Program, Superintendent of Operations and two Superintendents of Schools will review the curriculum priorities and the complement of Master Teachers, and in so doing will consider:

1) Need for the position:

i) need for curriculum development leadership,

ii) need for professional development leadership.

2) Performance criteria:

i) yearly plan,
ii) reports from schools.

If changes seem necessary, the committee will discuss them with the Master Teachers concerned by January 31. This committee will report annually through the Administrative Council to the Board, with recommendations for changes to the complement of Master Teachers.

(c) If the committee recommends that a Master Teacher return to his/her previous position or to the headship level:

1) Any Master Teacher without an ad hoc appointment whose position is declared redundant, will continue to be paid as a Master Teacher until such time as he/she is offered a suitable Major Headship and refuses it, and which time he/she will no longer receive any responsibility allowance. In all cases, where a Master Teacher reverts to the position of a Major Department Head, his/her salary as a Master Teacher will be red-circled (frozen), and will not be less than that of a Major Department Head.

2) Effective 1980-09-01, all Master Teachers and those currently being paid as a Master Teacher without an ad hoc appointment, whose position is declared redundant, shall be paid the allowance of a Major Department Head and assigned extra duties by the Board.

3) Any Master Teacher who has been appointed on an ad hoc basis will revert to his/her previous position at the end of his/her specified term of appointment, or when the position is declared redundant.

(c) 4) For Master Teachers in (1) or (2), the Board will offer the first suitable position available. Should he/she refuse this offer, no further responsibility allowance will be paid.

(d) Co-ordinators will be treated in a similar manner.

(e) Nothing in Articles 7.04 and 8.01 shall be construed to intefere with the exclusive right and obligation of the Board to designate positions of responsibility and to select persons to positions of responsibility.

Timiskaming Secondary, 1981,83

1.01:00 Positions of Responsibility

1.01:01 The number of Department Headships in a secondary school shall be determined by the following schedule:

Up to 480 students -	1 headship per 60 students.
481 to 720 students -	8 headships plus 1 headship for each additional 80 students.
721 to 990 students -	11 headships plus 1 headship for each additional 90 students.
Over 990 students -	14 headships plus 1 headship for each additional 100 students.

The calculation in any given year will be based on the enrolment of September 30 of the previous year. The number of headships generated will be rounded to the nearest whole number.

1.01.02 Appointments to the positions of Department Head or Assistant will be made by the Board for a one-year period on the recommendation of the Principal and Superintendent.

1.01.03 The Principal shall provide a job description with each recommendation for appointment to a position of responsibility.

1.01:04 "Assistant" shall mean a fully qualified teacher with permanent certification who is appointed to assist the Head of a large department or to assist the Principal in coordinating the work of a subject area or areas. Two "Assistants" shall be the equivalent of one full Headship.

1.01:05 Despite the formula specified in 1.01:01, the number of headships in a school will not drop below five.

Timmins Secondary, 1980-82

Positions of Responsibility will be in accordance with Board Policy.

BOARD POLICY

Positions of Responsibility - Secondary

THAT the Timmins Board of Education approve the following Positions of Responsibility in its Secondary Schools effective September 1, 1975 in accordance with the following criteria:

A. Co-Ordinater

1. That the position of Co-ordinator for each Area of Study plus Student Services be retained in Ecole Secondaire Theriault. A Co-ordinator must be chosen from the heads of departments within the Area of Study, except for the Student Services Area. Only each of the Communications and Pure and Applied Sciences Areas of Study will be entitled to a complimentary assistant if the Co-ordinator is a Major Chairman. The Co-ordinator positions are to be reviewed at the end of a two-year school period in June 1977.

2. That the qualifications and criteria for the Positions of Co-ordinator be the following:

   (i) Specialist Certificate or Principal's Certificate

   (ii) Scholarship

   (iii) Leadership - the ability to initiate, stimulate, and mobilize the efforts of the team

   (iv) Personal qualities of industry, self-confidence, enthusiasm, optimism, determination, and a sense of humour

   (v) Knowledgeable in the theory and practice of curriculum development and/or willingness and agreement to upgrade and/or update

   (vi) Head of a subject area except in Student Services where there is a more direct concern with and primary emphasis on the social aspect of curriculum rather than on the academic aspect of curriculum

   The alternate qualifications for a Co-ordinator of Student Services would include (i), (ii), (iii), (iv), and (v) above plus a degree major or minor in psychology and/or related experience in social work in lieu of being a chairman of a subject area.

3. That the position of Co-ordinator remain a staff position rather than a line position.

B. Major Head - a department having a minimum of 4 full-time teachers or equivalent.

C. Minor Head - a department having a minimum of 3 full-time teachers or equivalent.

Ontario

D. Assistant Head - a department having a Major Head and a minimum of 6 full-time teachers or equivalent.

E. Resource Centre - (i) 300 students equivalent to 1 teacher and (ii) requirements for Major, Minor, and Assistant Head.

1. That the positions of responsibility in the Resource Centre of each secondary school be established in accordance with the criteria for a Major, Minor and Assistant Head after relating the number of students to an equivalent teacher complement on the basis of 1 teacher for every 300 students.

2. That the Resource Centre in each secondary school be entitled to at least a Minor Head.

F. Guidance - That there be a Major Head and an Assistant Head of Guidance in each secondary school the rationale being the recognition of the special nature and importance of Guidance in the implementation of H. S. 1. with its emphasis on freedom of choice or courses in accordance with the student's abilities, needs and aspirations; and the need for a high priority to be given to consultation services so that informed program decisions may be made by the student and his parent.

G. Physical Education

1. That there by a Boys' and Girls' section within each Physical Education Department.

2. That there be a Major Head Boys' and a Major Head Girls' in the Physical Education Department in each Secondary School.

3. It is understood that these positions include responsibilities for coaching, intermural programs and related athletic activities.

H. Housemasters - 6 for Ecole Secondaire Theriault, 4 for Roland Michener Secondary School; and 5 for Timmins High and Vocational School.

I. Fine Arts Department

That a Fine Arts Department be estalbished in each secondary school to include Art, Home Economics, Music and Theatre Arts, and that the criteria for a Major, Minor and Assistant Head apply. Each Fine Arts Department will be entitled to at least a Minor Head.

Waterloo Secondary, 1981-83

Appendix A - Department Head Organization

1. (a) That the following areas be considered as major departments within the secondary schools in Waterloo County:

1. Business Education
2. English
3. Geography
4. Guidance
5. History
6. Modern & Classical Languages
7. Mathematics
8. Occupational
9. Phys. Ed. - boys
10. Phys. Ed. - girls
11. Science
12. Technical

(b) That the following areas be considered as comparable to major departments.

1. LIBRARIAN - If an individual is a full-time librarian and has a B.L.S. degree or holds a Specialist Certificate in School Librarianship issued by the Ministry of Education, Ontario, then this individual shall be paid the salary of a major head.

2. STUDENT ACTIVITIES DIRECTOR - This individual will normally be a teacher operating on a reduced teaching timetable who will be responsible for all student activities related to the school (assemblies, dances, sport nights, field trips, etc.). This person should be paid the salary of major head.

It should be understood that Student Activities Directors will be appointed in schools when the Principal, Area Superintendent and Superintendent of Operations are agreed on the need for such appointment.

2. (a) That the following areas be considered as minor departments and that persons who are suitably qualified as specialists in the subject may be appointed minor department heads and paid the allowance for minor heads. A minor headship may be established when one individual spends 2/3 or more of his teaching timetable in that department and when he is responsible for the work of the department.

1. Art
2. Home Economics
3. Agriculture
4. Music

(b) An individual whose duties require him to spend 2/3 or more of his timetable in a school library and who holds

an acceptable university degree plus an Intermediate Certificate in school librarianship, issued by the Ministry of Education, Ontario (or an equivalent certificate) may be designated a minor head and paid the allowance for minor heads.

(c) That there be special provision for headship and assistant headship allowance at Laurel Vocational School and Bluevale Collegiage Institute.

3. (a) When a minor department has a load of 18 full credit sections or 60 teaching hours assigned to teachers in that department, then the head may be entitled to the allowance of a major department head.

(b) When a department has reached a load of 36 full credit sections or 120 teaching hours assigned to teachers in that department, then it shall be entitled to the appointment of an assistant department head.

As at September 1, 1976, all assistant department heads in the employ of the Board who were appointed before the formation of The Waterloo County Board of Education will be required to meet this standard.

(c) Where a department is established at present in a school and the total teaching load is less than 18 full credit sections or 60 hours, that department shall be retained and the head of the department shall continue to receive the allowance paid to the head.

However, when the present incumbent leaves the position, it shall be reviewed by the Academic Officials and depending on the work load, retained, deleted or amalgamated into another department.

4. Notwithstanding, 3(a) or (b), the decision to grant an allowance or appoint a head of department shall be that of the Academic administrative officials. These officials may, upon representation by the school principal, appoint a department head or assistant prior to the actual total of hours required if the work load approximates that of other departments where a head or assistant has been appointed. Conversely, where it appears as though a temporary situation exists in the numbers of teaching hours, an appointment may be withheld for one year pending clarification of the size of the department.

5. A person who lacks proper qualifications for the position, may at the discretion of the principal, superintendent of schools and superintendent of operations be appointed an acting head of department. If this person is fulfilling all the duties and obligations of a head, then he shall be paid the full salary of a head.

It should be understood that in order to hold the

appointment, the individual must continue working toward proper qualification.

In order to qualify for appointment as an acting head of department, an individual shall have completed at least one year of satisfactory teaching in Waterloo County.

Wellington Secondary, 1981-83

3:05 Positions of Responsibility

The positions of responsibility as listed must be advertised and filled by a qualified and acceptable applicant when the criteria below have been reached.

(1) Traditional Organization

Position	Period Requirement (based on 40 period 5-day cycle)	Allowance (Sept. 1/81 to August 31/82
Director		$2,918
Major Head	140 periods	2,918
Head	80 periods	2,254
1st Assistant	180 periods	1,326
2nd Assistant	280 periods	1,326
Chairman 1	50-79 periods	1,326
Chairman 2	30-49 periods	994

(2) Special Areas

i) Guidance

Less than 500 pupils in school - Chairman 1
500 and less than 1000 pupils in school - Head
1000 pupils or more in school - Major Head Assistant*

*Qualifications for Assistant in Guidance: Specialist Certificate in Guidance

ii) Physical Education

Less than 500 pupils in school - Head or Chairman 1 and Chairman 2

500 and less than 1000 pupils in school - Major Head, Head

1000 pupils or more in school - Major Head, Head Assistant

1500 pupils or more in school - Major Head, Head, 2 Assistants

iii) Resource Centre

Head of Resource Centre*
Less than 1000 pupils in school - Chairman 1
1000 pupils or more in school - Head

*The Specialist Certificate in School Librarianship is required for the position of Head of Resource Centre.

(3) Experimental Organization

A principal, after consultation with his staff, may apply to the Board for consideration of an organization that varies from the traditional guidelines for positions of responsibility. The remuneration set out in Section 3:05 (1) and (2) will remain as the guideline in such revised organization. The total allocation of funds must be equal to the allocation under 3:05 (1) and must be paid to teachers in positions of responsibility. Approval of the Board is required prior to the implementation of an experimental organization.

Windsor Secondary, 1981-84

Article VIII - Positions of Responsibility

8.01 (a) The Board reserves the right to make appointments to positions of responsibility provided appointments shall not be made permanent until after an interim period of two years, and provided that interim appointments shall be made only after consultation by the Board's officials with the principals of all applicants and schools having openings and with two representatives of the Executive of District 1, O.S.S.T.F.

(b) The Board reserves the right to relieve the teacher from the interim position of responsibility during this two year interim period. The provisions of this clause shall be excluded from the grievance procedure outlined in Article XXI.

(c) The Board reserves the right to relieve the teacher from the permanent position of responsibility subject to the provisions of the grievance procedure outlined in Article XXI.

(d) A teacher who is relieved of a position of responsibility in accordance with 8.01 (b) or 8.01 (b) or 8.01 (c) or chooses to relinquish a position at least equivalent to the position from which he/she was promoted.

(e) A teacher who is relieved of a position of responsibility in accordance with 8.01 (b) or 8.01 (c) will be notified by November 1 to be effective December 31 or by April 1 to be effective June 30.

(f) Sections 8.01 (a) and 8.01 (b) shall apply to appointments to positions of responsibility made subsequent to January 1, 1975.

(g) Nothing in this article shall restrict or prohibit in any way the right of the Board to dismiss a teacher holding a position of responsibility or terminate the standard form contract of such teacher

subject to the right of such teacher to apply for a Board of Reference under the provisions of The Education Act, 1974.

8.02 All persons appointed to positions of responsibility shall be qualified in accordance with The Education Act, 1974 and Regulations.

8.05 (a) The following shall comprise the list of recognized subject areas in non-vocational secondary schools:

Guidance
Business
Technical
Industrial Arts
(if no technical)
Family Studies
(Home Economics)
English
Mathematics
Science
History
Geography
Languages
Physical Education (F)
Physical Education (M)
Art
Music
Library

(b) The following shall comprise the list of recognized subject areas in vocational secondary schools:

Applied Science
Arts
Communications
Environmental Studies
Student Services
Student Activities
Services Program

8.06 Directors

(a) In each composite secondary school, the Board shall appoint a Commercial Director where the commercial course leads to the Secondary School Graduation Diploma.

(b) In each composite secondary school, the Board shall appoint a Technical Director where the technical course leads to the Secondary School Graduation Diploma.

(c) In each vocational secondary school, the Board shall appoint a Technical Director.

(d) In areas where a Director is appointed a head will not be appointed in the same department.

8.07 Heads of Department

(a) The Board shall appoint a Head of Guidance or Student Services in each secondary school. The appointment shall be a major head of department.

(b) Other Heads of Department shall be appointed in all secondary schools except in vocational schools in accordance with the following requirements:

(i) Heads of Department - Category I (Major)

A major head of department shall be appointed when a minimum of 145 teaching periods, based on a 40 period week or its adjusted equivalent in schools not on a 40 period week, are timetabled in teaching the courses of study in one or more subjects in the department.

(ii) Heads of Department - Category II (Minor)

A minor head of department shall be appointed when a minimum of 60 teaching periods, based on a 40 period week or its adjusted equivalent in schools not on a 40 period week, are timetabled in teaching in one or more subjects in the department.

(c) In vocational secondary schools, notwithstanding the requirements outlined for major and minor heads of department, major department heads shall be appointed subject to the following conditions:

i) Vocational schools having an enrolment of 250 students or less shall have one head of department in one of the following areas as determined by the principal: Applied Science, Arts, Student Activities, Communications or Environmental Studies.

ii) Vocational schools having an enrolment of 251 to 349 students shall have two heads of department in two of the following areas as determined by the principal: Applied Science, Arts, Student Activities, Communications or Environmental Studies.

iii) Vocational Schools with an enrolment of 350 students or more shall have a head of department appointed in three of the following areas as determined by the principal: Applied Science, Arts, Student Activities, Communications or Environmental Studies.

(d) A Head of Services Program shall be appointed in each vocational school in accordance with the requirements outlined for major and minor heads of department, where such a program approved by the Superintendent of Program exists.

(e) Head of Physical Education Department -

The Board shall appoint a girls' physical education department head and a boys' physical education department head in all schools except the vocational schools, based on the following criteria:

i) A major head shall be appointed when a minimum of 100 teaching periods, based on a 40 period week or its adjusted equivalent in schools not on a 40 period week, are timetabled in teaching girls' or boys' physical education.

ii) A minor head shall be appointed when less than 100 teaching periods, based on a 40 period week or its adjusted equivalent in schools not on a 40 period week, are timetabled in teaching girls' or boys' physical education.

8.08 Assistant Directors

Assistant directors shall be appointed to business and/or technical departments in all composite schools having Commercial and/or Technical Directors for each 205 teaching periods or more based on a 40 period week or its adjusted equivalent in schools not on a 40 period week, timetabled for courses of study in one or more subjects in the department.

8.09 Assistant Heads

(a) An assistant head shall be appointed in all non-vocational secondary schools to a department, except Business and Technical in composite schools, where there are 145 or moe teaching periods, based on a 40 period week, or its adjusted equivalent in schools not on a 40 period week.

(b) The Superintendent of Operations will as much as possible effect transfers and/or appointments of persons presently holding positions of assistant department head with a view to achieving by the end of the collective agreement a number of assistant department heads that reflects the application of the criterion in Section 8.09 (a).

8.10 Recommendations for appointments to positions of responsibility in this article will be made by April 30 to be effective the following September 1. These will be based on the projected enrolment for the following September 30.

8.11 Heads of Departments, Assistant Directors, Assistant Department Heads and Resource Teachers shall be appointed

upon the recommendation of the officials of the Board and with the approval of the Board in accordance with presently existing policy and shall receive remuneration in accordance with the following scale:

		1981-82	1982-83	1983-84
(a)	Director Heads	2,300	2,600	3,000
(b)	Assistant Directors	1,600	1,900	2,200
(c)	Assistant Department Heads	1,000	1,200	1,400
(d)	Resource Teachers	1,200	1,400	1,600

8.12 In addition to all other allowances, special allowances shall be paid as follows:

(a) Dean of Girls $ 300.00

(b) A responsibility and performance allowance to teachers of Instrumental Music, conducting spearate classes and courses in each of Grades 9, 10, 11, and 12 payable only to teachers holding Specialist or Intermediate Certificates in Instrumental Music and only to those conducting Junior and Senior Concert Bands, and in general conduction the total music program of the school. $ 500.00

NOTE: Item (b) is not payable to teachers already receiving allowance for Heads or Assistant Heads of Departments. Teachers receiving this allowance will not be eligible for an extracurricular allowance.

York Region Secondary, 1981-82

Article VIII - Positions of Responsibility

A) Definitions and Qualifications for Appointment

8.01 (a) Where a position title is used and not defined in this agreement, the definition is as in "Regulations - Elementary and Secondary Schools" Regulation 191 as amended and replaced by Regulation 704.

(b) The Board agrees to the following names of departments.

At least one position of responsibility shall exist in each of the following departments provided that the subject is taught in the school.

*Art	Home Economics/	Moderns
Commercial	Family Studies	Music
English	**Industrial Arts	Nursing
Geography	Latin/Classics	Physical Education (Girls)
Guidance	Library	Physical Education (Boys)
History	Mathematics	Science
		Technical

*Commercial Art shall be considered part of the technical shop program and be under the technical director with no special entitlement.

**Where there is a technical department, industrial arts shall be considered part of the shop program under the technical director.

(c) The positions of responsibility at Don Head Secondary School shall be approved by the Director but the total dollar allowance per pupil shall be within 2% of the average dollar allowance per pupil in the Board's other secondary schools.

8.02 Master Teacher

A Master Teacher shall have duties in teaching, curriculum development and professional development as specified from time to time by the Director of Education . The assignment for curriculum development and professional development will be in the elementary panel.

8.03 Major Head

(a) A Major Head is head of a department (division of the organization) of a secondary school

wherein the equivalent of the full time of two or more teachers is used in teaching the courses of study in one or more subjects by three or more teachers under the direction and supervision of one of them.

(b) The equivalent of the full time of the teacher equals the total number of periods in the scheduled cycle, excluding lunch.

8.04 Minor Head

A Minor Head is head of a department of a secondary school wherein the equivalent of the full time of one and one-quarter teachers is used in teaching the courses of study in at least one or more subjects by two or more teachers under the direction and supervision of them.

No teacher shall be appointed to the position of Associate Head in any department. Teachers holding the position shall retain their allowance and shall be deemed to be the first Assistance Head.

8.06 Assistant Head

(a) An Assistant Head is a secondary appointment, reporting to the principal through the Department Head. The responsibilities will be as delegated by the Department Head in consultation with the principal.

(b) An Assistant Head shall be appointed when a department has the equivalent of a minimum of 180 periods in a 6 day cycle with an 8 period day including lunch. A second Assistant Head shall be appointed when a department has the equivalent of a minimum of 280 periods in a 6 day cycle with an 8 period day including lunch.

8.07 Senior Teacher

A Senior Teacher is a teacher who reports directly to the principal for some area of the instructional program and who has the responsibility for ordering and inventory for that program.

8.08 Subject Chairman

This title is used in lieu of department head in some schools and all paragraphs under major head, minor head and senior teacher apply.

8.09 Branch Director

No new positions of Branch Director shall be created.

8.10 Chairman of Area

The Head of a division in a school organized on the basis

of Areas of Study as described in H.S. 1, shall be designated as a Chairman of Area and paid the responsibility allowance for such position.

8.11 The qualification required to be Major Head, Chairman of Area, Minor Head, Assistant Head, Senior Teacher or Subject Chairman is a Permanent Specialist's Certificate.

8.12 Acting Major Head, Acting Minor Head, Acting Assistant Head, Acting Senior Teacher, Acting Subject Chairman

(a) Acting Major Head, Acting Minor Head, Acting Assistant Head, Acting Senior Teacher and Acting Subject Chairman are appointments to teachers who have been appointed by the Board to carry out the duties of the position but who are not qualified under Article 8.11 of this Agreement.

(b) All acting appointments will be for one year duration and may be renewed by Board resolution each year.

8.13 No teacher, at present holding a position of responsibility, including that of vice-principal, shall have this appointment withdrawn without just cause, but insufficient actual enrolment as of September 30 shall be considered just cause. Any withdrawal or adjustment downward in responsibility allowance and position due to declining enrolment shall be delayed until the end of that school year during which the teacher shall retain his full allowance and position. Subsequent to that year, the allowance shall be calculated according to the precedng conditions of Article VIII.

8.14 Reorganization of Schools

(a) In the reorganization of any school, the Board through normal channels will consult the staff of the school prior to any planning of the form of the reorganization and will consult the staff again when a proposed structure has been formulated. District 11 will be given an opportunity to comment at this stage.

(b) Any teacher holding an appointment and who is not accommodated in the reorganization will be given an opportunity to transfer to another school if a vacancy for which he is qualified exists at his rank or, if there is no such position, he shall remain in his present school and continue to be paid the salary of his former appointment for one year.

B) Implementation

8.15 The selection of individuals for appointment to positions of responsibility shall be the right exclusively of the

Board. Where for a continuing period of time of at least three months an individual is required by the Board through its duly authorized representative to perform the functions or fulfil the requirements as set out in the above Positions of Responsibility, the Board shall make appointments in accordance with the derinitions of Positions of Responsibility set out in this agreement. A candidate presently employed by The York County Board of Education will be given preference over any candidate of equal qualification and ability not employed by The York County Board of Education.

8.16 The Board agrees not to create any new position of responsibility except after prior consultation with District 11 and if the compensation for any such new position cannot be agreed upon by the Board and District 11, the issue as to compensation may be submitted as a grievance to arbitration in accordance with this agreement.

8.17 Subject to Article 8.15 Physical Education Heads shall be appointed to a position of responsibility as follows:

Boys' Major Head in all schools
Girls' Major Head in all schools

All other clauses in this agreement regarding Assistant Heads shall apply to Physical Education.

8.18 Subject to Article 8.15 Guidance Heads shall be appointed to a position of responsibility as follows:

One Major Head in all schools

8.19 Subject to Article 8.15 a qualified librarian in charge of a school library shall be appointed to a position of responsibility on the following basis:

(i) school with enrolment of 900 and over - Minor Headship
(ii) school with enrolment under 900 - Senior Teacher

8.20 Where the full time of a teacher is being calculated under 8.03(b), the total number of periods shall include all elementary classes for which the division is responsible.

8.21 Special Education Consultant

A Special Education Consultant is a teacher who has been appointed to a consultative position for an area (both panels) and who assists teachers with programs and methods and advises teachers, principals and the superintendnet of the area on matters considered as special education.

8.22 Responsibility allowance shall be paid according to this schedule:

(a) Master Teacher	$2,950-3,568-4,186
(b) Major Head (Subject Chairman)	2,800

(c)	Acting Major Head	1,798
(d)	Associate Head	1,966
(e)	Minor Head (Subject Chairman)	1,742
(f)	Acting Head	1,292
(g)	Assistant Heed	1,292
(h)	Acting Assistant Head	647
(i)	Senior Teacher	1,292
(j)	Acting Senior Teacher	647
(k)	Commercial Director (under 6 cycles)	2,809
(l)	Commercial Director (6 cycles or over)	3,034
(m)	Technical Director (under 6 cycles)	2,809
(n)	Technical Director (6 cycles or over)	3,146
(o)	Guidance Co-ordinator	5,281-5,843
(p)	Assistant Guidance Co-ordinator	3,708-4,270-4,944
(q)	Chairman of Area	3,315
(r)	Branch Director	3,315-3,933
(s)	Special Education Consultant	3,669-4,234-4,911

8.23 Where two or more figures are shown for the same position in Article 8.21, the first shall be payable on appointment, the second at the end of the first year in the position and the third where applicable at the end of the second year in the position.

8.24 Except where the situation exists at present, no teacher shall hold more than one position of responsibility at any one time.

Frontenac, Lennox and Addington RCSS, 1981-82

A senior teacher shall be appointed by the Board in each of the following schools, and such person shall be paid a responsibility allowance of $800.00 annually in addition to their salary as established on the salary grid: St. John School; St. Michael School; St. Patrick, Harrowsmith; St. Patrick, Erinsville, St. Mary, Enterprise; St. Linus, Bath; and St. Thomas More School.

Article XVII - Subject Co-Ordinators

In schools which have Grades 9 and 10, subject coordinators shall be appointed. A subject coordinator in a major unit shall receive a responsibility allowance of $1,500.00 in addition to his/her salary on the salary grid. A subject coordinator in a minor unit shall receive a responsibility allowance of $1,150.00 in addition to his/her salary on the salary grid.

Haldimand-Norfolk RCSS, 1981-83

The Board shall appoint a Teacher with supervisory responsibilities pertaining to the French Language Classes. The rate shall be $242.00 per classroom per annum.

Consultants

Consultants, on appointment by the Board, shall be paid an allowance of $2,848.00 per annum.

Kent County RCSS, 1981-82

(a) The Head Teacher of bilingual classes appointed by the Board in a school in which the majority of classes are English-speaking shall receive $270.00 for each bilingual classroom under his supervision and will be relieved of teaching duties one day each week for supervision purposes.

(b) The Head Teachers appointed by the Board at Christ The King School, Wallaceburg, St. Vincent School, Chatham Township and St. Ambrose School, Chatham shall receive $270.00 for each classroom in operation in the school and shall be relieved of teaching duties one-half day each week for Administrative purposes. The Head Teacher position at St. Ambrose School, Chatham is for the 1981-82 school year only.

(c) The Head Teacher appointed by the Board at St. Joseph's Senior School in Chatham shall receive $270.00 for each classroom in operation in the school but shall receive no relief from teaching duties.

Metropolitan Separate, 1981-82

Positions of Responsibility

6.01 Appointments to positions of responsibility, other than resource teachers and department heads, shall be made permanent following a probationary period of one year which period may at the discretion of the Board be extended to a second year. The Board may relieve teachers from such positions during the probationary period.

6.02 Department heads who shall be appointed only by the Board shall have the qualifications set out in Regulation 704/78 of the Act, except in the case of acting department heads who shall have qualifications and experience as determined by the Board.

6.03 (a) Resource teachers shall be appointed for a three year term but during the first year thereof are on probation and may be relieved.

(b) A resource teacher who will have completed his term or an extension thereof may, before the February 28th preceding the end of the school year, apply to the Director of Education for a one-year extension. Such extension may be granted at the discretion of the Director of Education. Notwithstanding the foregoing, the term of a resource teacher shall not be extended beyond a sixth year if there is an applicant for the position who is considered suitable therefor by the Director of Education.

(c) A resource teacher shall be informed by May 1 whether he is to be continued in such position in the next school year. If no such notification is sent by such date, the resource teacher may continue in such position during such next school year.

6.04 Subject to section 10.01, the Board may relieve a teacher from a permanent position of responsibility or as a resource teacher provided that the reason for demotion is given in writing to the teacher.

Sault Ste. Marie RCSS, 1980-82

Department Heads

The allowance for Subject Co-ordinators appointed at the discretion of the Director of Education shall be $600. Such Subject Co-ordinators will be considered for a subject where there is the equivalent of 2.0 full time teachers employed in teaching a subject at the Grade 9 and Grade 10 level.

Welland RCSS, 1981-82

Major Heads of Departments

The Welland County Roman Catholic Separate School Board shall recognize only Major Heads of Departments as defined below:

Department means a division of the organization of a secondary school wherein the equivalent of the full-time of two teachers is used in teaching the courses of study in one or more subjects by three or more teachers, under the direction and supervision of one of them.

Head of a Department (Major Head) means the teacher appointed to direct and supervise the work of other teachers in the department as defined above.

PRINCIPALS

Durham Elementary, 1980-82

Provided that where schools are twinned or clustered, where one of the schools twinned or clustered shall have fewer than 200 students, no principal shall be appointed exclusively for such school.

London Elementary, 1980-82

[see section on General Staff Allocation Provisions]

Windsor Elementary, 1979-82

19.01 Full time supervisory principals shall be appointed in all schools which have a strength of 13 1/2 teachers or more, including the principal, based on the predicted enrolment for September 30 each year.

19.03 On or before April 30 each year, the number of positions of principal and vice-principal to be appointed for the school year shall be determined in accordance with 19.01 and 19.02. After April 30, there shall be no additions or deletions in the number of positions to be filled during the next school year.

Essex Secondary, 1980-82

Principal - Each secondary school shall have a Principal who shall be qualified in accordance with Ministry of Education Regulations.

Kent Secondary, 1981-82

A principal will be appointed for each Secondary School Unit under the jurisdiction of the Board.

Ottawa Secondary, 1980-82

Principal: 1 per school.

Nipigon Red-Rock Secondary, 1980-82

Commencing in September 1976 the Board shall provide staff for the Secondary School within its system as follows:

One Principal whose teaching assignment shall not exceed one class per day.

Sudbury Secondary, 1981-82

Classification of Schools

a) 'A' Schools - under 500 students:
One Principal.
One Vice-Principal.

b) 'AA' Schools - (1) 500 - 999 students: One Principal
One Vice-Principal

(2) 1000 + students: One Principal
Two Vice-Principals

c) The classification of schools, as outlined above, will be based on the OPE of May 1, and will not be changed to a lower classification in the next school year unless the enrolment is less than 475 in an 'A' and 'AA-1' school, or less than 950 in an 'AA-2' school. Should the requirements for classification not be met by the actual September 30 enrolment of the present school year and by the OPE for the next school year, the school will be placed in the appropriate category. When the classification and the administrative structure of a school has changed, due to a decrease in enrolment, the original classification and administrative structure will not be reinstated until the OPE has exceeded 525 or 1050 respectively.

Windsor Secondary, 1981-84

Principals

The Board shall appoint a principal for each secondary school under its jurisdiction.

York Region Secondary, 1981-82

Administrative Allotment

(a) Except as noted below, each secondary school have an in-school administrative staff as follows:

(i) Principal.

VICE-PRINCIPALS

Carleton Elementary, 1980-82

The Board agrees to continue the practice of appointing a Vice-Principal to each elementary school.

Durham Elementary, 1980-82

(i) Vice-Principals shall be appointed to all schools where there is a school having an 'A' classification [18 full time equivalent teachers or more] whether such schools are twinned or not....

(ii) Notwithstanding sub-paragraph (i) hereof, in twinned schools there shall be at least 1 Vice-Principal.

Essex Elementary, 1980-82

A Vice Principal shall be appointed in a school which has 18 or more full-time equivalent teachers.

Etobicoke Elementary, 1981-82

Paired Schools

Where two schools are paired there will be a vice-principal in at least one of the schools.

Hastings Elementary, 1980-82

Effective September 1981, an Elementary school with grade 7 and 8 students will be staffed with a vice-principal, notwithstanding the possibility that the enrolment in some schools may be less than 300 students. This will not apply to schools whose enrolment drops below 150 students.

Lambton Elementary, 1981-83

In schools of 15 rooms and over, a vice-principal shall be appointed. For appointments made prior to August 31, 1981, in schools with fewer than 15 rooms, where a vice-principal has been appointed this arrangement shall continue until such time as the vice-principal receives an appointment to a larger school or leaves the employ of this Board. When the vice-principals who are currently serving in schools with fewer than 15 rooms have been assigned to schools with 15 rooms and over, new appointments as vice-principals will be made as they are required in schools of 15 rooms and over.

Leeds and Grenville Elementary, 1980,82

Appointment of a Vice-Principal

Schools with 16 or more teaching units shall have a Vice-Principal.

Note: (a) In the event that the school shall drop below 16 teaching units the Vice-Principal position becomes redundant.

(b) In the event that the position becomes redundant and the encumbent VicePrincipal cannot transfer to another Vice-Principal position, she shall not be paid her Vice-Principal position, she shall not be paid her VicePrincipal responsibility allowance.

(c) New Vice-Principals, according to this agreement, shall be appointed effective January 1, 1981.

London Elementary, 1980-82

[see section under General Staff Allocation Provisions]

North Shore Elementary, 1981-83

Every 'A' school [16 plus teaching staff] shall have a Vice-Principal.

Prince Edward County Elementary, 1981-83

For each school with 14 or more teachers, a vice-principal shall be appointed by the Board on the recommendation of the Principal of the school and the Director.

Wellington Elementary, 1981-83

Vice-Principals shall be appointed in schools with 13 or more classes.

Windsor Elementary, 1979-82

19.02 Vice-Principals shall be appointed in all schools which have staffs of 15 1/2 teachers or more, including the principal and vice-principal, based on the predicted enrolment for September 30 each year.

19.03 On or before April 30 each year, the number of positions of principal and vice-principal to be appointed for the school year shall be determined in accordance with 19.01 and 19.02. After April 30, there shall be no additions or deletions in the number of positions to be filled during the next school year.

Essex Secondary, 1980-82

Vice-Principal

(i) Each secondary school shall have a Vice-Principal who shall be qualified in accordance with Ministry of Education Regulations.

(ii) Each secondary school with an enrolment (September 30) of over 1250 shall have a second Vice-Principal who shall be qualified in accordance with Ministry of Education Regulations. Appointments shall be made effective the following September. In the event of the enrolment declining below 1250 students the existing position for a second Vice-Principal shall be maintained until august 31, 1982, but the existing position of second Vice-Principal at Essex District High School will be maintained until August 31, 1981.

Kent Secondary, 1981-82

A Vice-Principal shall be appointed, with duties approved by the Board, in the following schools:

Wallaceburg District Seondary School;
Chatham-Kent Secondary School;
John McGregor Secondary School;
Blenheim District High School;
Lambton-Kent Composite School;
Tilbury District High School;
Ridgetown District High School;
Tecumseh Secondary School;
Chatham Collegiate Institute.

In Secondary Schools with enrolment, as of September 30, in excess of 1,000 the Board shall appoint an additional Vice-Principal with duties approved by the Board.

Lake Superior Secondary, 1980-82

There shall be a Vice-Principal for each Secondary School Campus of the Board.

Leeds and Grenville Secondary, 1980-82

Vice-Principal Positions

Efective September 1, 1981

1) Each school with an enrolment of 500 students or more shall have a vice-principal.

2) Schools with an enrolment of 1,000 students or more shall have a second vice-principal.

3) Athens District High School shall be allocated a vice-principal who shall teach the equivalent of three (3) periods a day over the school year as allocated by the principal.

Enrolment shall be based on the September 30 projected school enrolment.

Nipigon-Red Rock Secondary, 1980-82

Commencing in September 1976 the Board shall provide staff for the Secondary School within its system as follows:

> One Vice Principal whose teaching assignment shall not exceed (1) two classes per day while enrolment in the school is 400 students or more; (2) three classes per day while enrolment in the school is less than 400 students.

Ottawa Secondary, 1980-82

Criteria for the appointment and withdrawal of Vice-Principals

i) Where the school enrolment exceeds 1,200 students, the school will be allocated 2.0 Vice-Principals.

ii) Where the school enrolment exceeds 900 students, but is less than 1,200 students, the school will be allocated 1.5 Vice-Principals

iii) Schools with less than 900 students, other than where (iv) applies, shall be allocated 1.0 Vice Principals.

iv) In Special Vocational Schools and Vocational Schools with enrolment over 600 pupils, there shall be two (2) Vice-Principals.

NOTE During the 1981-82 school year, the Vice-Principal Review Committee will study the criteria for the appointment and withdrawal of Vice-Principals and will report its findings by December 1981 to the Consultation Committee for further deliberation, with a view to making a joint recommendation to the Employer and to the Branch Affiliates by January 1982 on revised criteria for implementation in September 1982.

In the interim, the parties have agreed that effective September 1, 1981, Vice-Principals will be appointed to the level of 1.5 in those schools with an enrolment in excess of 650 students. These positions will remain in place until the parties have implemented the recommendations of the Consultation Committee. These recommendations must be submitted for approval by the parties by February 1982.

Stormont, Dundas and Glengarry Secondary, 1981-82

This is a Letter of Commitment relating to the position of Administrative Assistants in the secondary schools operated by the Board with the exception of teh Alternative School.

An Administrative Assistant in a secondary school will be a seconded member of the teaching staff with half-time assigned to regular teaching duties and half-time assigned as Administrative Assistant. The particular in-school assignment for an Administrative Assistant would come from the respective Principal

having regard to appropriate and desirable administrative responsibilities.

Teachers appointed as Administrative Assistants will receive the equivalent of a Technical Director's allowance. When a Department Head is appointed to the position of Administrative Assistant, the allowance presently received for the headship along with any additional allowance shall not exceed that of a Technical Director's allowance. The maximum time of a secondment to the position of Administrative Assistant would be for a period of two years with all such appointments being ratified by the Board of Education.

The following allocative formula outlines that which will be utilized for the in-school assignment for administrative positions.

Student Enrolment	Administrative Positions
1,200 plus	2 Vice-Principals
900 - 1,199	1 Vice-Principal, + 1 Administrative Assistant
600 - 899	1 Vice-Principal
300 - 599	1 Administrative Assistant
299 or less	Principal only

Administrative Assistants appointed in accordance with this formula shall be excluded from the pupil-teacher ratio. When a school entitled to two Vice-Principals elects to have one Vice-Principal and two Administrative Assistants, only one of the Administrative Assistants shall be excluded from the ratio.

Sudbury Secondary, 1981-82

Classification of Schools

a) 'A' Schools - under 500 students:
One Principal,
One Vice-Principal.

b) 'AA' Schools - (1) 500 - 999 students: One Principal
Two Vice-Principals

(2) 1000 + students: One Principal
Two Vice-Principals

c) The classification of schools, as outlined above, will be based on the OPE of May 1, and will not be changed to a lower classification in the next school year unless the enrolment is less than 475 in an 'A' and 'AA-1' school, or less than 950 in an 'AA-2' school. Should the requirements for classification not be met and by the OPE for the next school year, the school will be placed in the appropriate category. When the classification and the administrative structure of a school has been changed, due to a decrease enrolment the original classification and administrative structure will not be reinstated until the OPE has exceeded 525 or 1050 respectively.

NOTE: For September 1, 1981, incumbents in the position of Adminstrative Assistant during 1980-81 shall become Vice-Principal in 'A' schools and shall receive the minimum salary for 'A' Vice-Principal as set out in 6.01(c). Persons so appointed, if not already qualified, shall become qualified by August 31, 1983. These appointments shall not have the effect of increasing the number of staff provided for by the application of the formulae in clause 14.01.

Windsor Secondary, 1981-84

Vice-Principals

The Board shall appoint a vice-principal for each secondary school under its jurisdiction. A second vice-principal shall be appointed in a school which has a projected enrolment of over 1300 for the following school year, such projected enrolment to be determined by the Superintendent of Operations.

York Region Secondary, 1981-82

11.04 Administrative Allotment

(a) Except as noted below, each secondary school shall have an in-school administrative staff as follows:

(i) Principal
(ii) one Vice-Principal
(iii) a second Vice-Principal when the enrolment exceeds 1,300 students
(iv) a third Vice-Principal when the enrolment exceeds 2,000 students

(b) For Don Head Secondary School the enrolment figures shall be two-thirds of those stated above. In other secondary schools, students enrolled in the occupations program shall be counted as 1.5 for the above calculations.

11.05 (a) When the position of Branch Director becomes vacant, the position shall become that of Vice-Principal providing the total number of Branch Directors and Vice-Principals is not greater than in 11.04.

(b) In a school which has one Vice-Principal and one or more Branch Directors but qualifies under 11.04 for two or more Vice-Principals the difference in administrative allowance between that of the Branch Director(s) and Vice-Principal(s) shall be paid to a member(s) of the staff designated by the Principal to perform administrative duties.

Dufferin-Peel RCSS, 1981-83

[note, see clauses under section "General Staff Allocation Procedures"]

Essex RCSS, 1980-82

There shall be one Vice-Principal in schools having 18 rooms or over. No Vice-Principal who presently holds that position will lose same.

Haldimand-Norfolk RCSS, 1981-83

Vice-Principals

There shall be a Vice-Principal appointed in schools with 280 or more pupils. Enrolment shall be the enrolment on January 31st of the preceding year.

Lambton RCSS, 1981-82

Vice-Principals

Vice-Principals are to be appointed in schools of ten (10) rooms and more and in smaller schools at the discretion of the Board.

Simcoe RCSS, 1981-82

Vice-Principals

Placed on teachers' salary schedule according to qualifications and experience, plus:

(1) An annual allowance of $2,000.

(2) Kindergarten students shall be counted as whole students in determinations.

(3) Schools with an enrolment in excess of 500 students on April 30 in any year may, if the staffing opportunity presents itself, have a vice principal appointed for the for the following September or at such time subsequent thereto as is appropriate in the opinion of the Director of Education.

(4) The position of vice principal would terminate June 30 of any year in which enrolment of the school concerned declined below 450 on a particular April 30.

York Region RCSS, 1980-82

A vice-principal shall be appointed to all schools over 500 pupils.

ACTING PRINCIPAL, ETC.

Haliburton Elementary, 1981-82

In each school not having a Vice-Principal, an Admininstrative Assistant shall be appointed by the Board for a two year term (appointment to be reviewed at the end of the first year). An allowance shall be paid to this teacher equal to $75.00 per annum, excluding the Principal and the chosen Administrative Assistant.

In schools with a Vice-Principal, when the Principal is absent for a full day, the Vice-Principal shall assume the Principal's duties and a supply teacher shall be hired to assume the Vice-Principal's teaching duties.

Leeds and Grenville Elementary, 1980-82

(a) A member of the Branch Affiliate appointed to the following positions shall be paid a basic salary per schedule based on qualifications and experience as a teacher plus an allowance as follows:

	1980-81	1981-82
Co-ordinators (Maximum + 7)	$3,000	$3,000
Consultants	1,900	2,000
Designated Teachers	638	650

A member of a Branch Affiliate appointed as a resource teacher shall be paid a basic salary per schedule based on qualifications and experience as a teacher.

(b) The duties of the designated teacher shall be determined by the Board in consultation with a committee of the Branch Affiliates and shall be in the Board Procedures Manuel.

(c) It is clearly understood designated teachers shall not be governed by Section 65 of The School Boards and Teachers Collective Negotiations Act, 1975.

(d) A designated teacher or teachers shall be assigned to all elementary schools that do not have Vice Principals.

Michipicoten Elementary, 1980-82

(a) A teacher, exclusive of the vice-principal, who acts as a substitute for the principal for five (5) or more consecutive teaching days, or after a total of 10 substitution days in a given school year, shall be paid 1/200 of the vice-principal minimum allowance for each day of substitution.

(b) If a vice-principal or teacher acts as a principal's substitute for three (3) or more days, an occasional or suplply teacher shall be engaged to relieve the principal's substitute of regular classroom duties. The cost of supply teaching will be charged to Professional Development funds when applicable.

Prince Edward County Elementary, 1981-83

Principal's Assistant

(a) For each school with fewer than 14 teachers, a Principal's Assistant who shall act in the absence of the Principal shall be appointed by the Board on the recommendation of the principal of the school and the Director.

(b) (i) For 1981-82 a Principal's Assistant shall be paid $150 per teacher (not including the Principal) in the school over the salary he/she is paid in accordance with Clause 7.06(a).

(ii) For 1982-83 a Principal's Assistant shall be paid $170 per teacher (not including the Principal) in the school over the salary he/she is paid in accordance with Clause 7.06(b).

(c) In twinned schools a Principal's Assistant shall be appointed for each school. The total allowance payable to the two persons appointed shall be as per (b) above using the number of teachers (not including the Principal) in the two schools. The amount of the allowance paid to each person appointed shall be determined by the Principal and the Director (subject to Board approval) but the sum of the two allowances must equal the total allowance set out above in this sub-clause.

Wellington Elementary, 1981-83

"Designated Teacher" means a teacher appointed by the Board to take charge of a school during the absence of the Principal. A designated teacher shall be appointed in each school that does not have a Vice-Principal or Senior Teacher.

"Designated Teacher (Classification I)" means a Designated Teacher appointed by the Board, in a school with 10 or more classes but with no Vice-Principal or Senior Teacher.

"Designated Teacher (Classification II)" means a Designated Teacher appointed by the Board, in a school with fewer than 10 classes but with no Vice-Principal or Senior Teacher.

Designated Teachers' Responsibility Allowance

A teacher appointed to the position of Designated Teacher shall be paid, in addition to a salary in accordance with Article 8, an allowance for additional responsibility.

September 1, 1981 to August 31, 1982:

Classification I --- $189
Classification II --- $126

Bruce Secondary, 1979-82

	1979-80	1980-81	1981-82
Administrative Assistant	1450	1600	1600

Shall be appointed for schools with an enrolment of less than 400 to perform duties as specified by the principal. A teacher who holds another position of responsibility listed in 8.01 [co-ordinators, supervisors, directors, major department heads, minor department heads, subject chairmen, "acting" director, head, or subject head] shall not be appointed administrative assistant unless there is no other qualified and competent teacher in the school who is available for such position. This latter requirement shall come into force, effective September 1, 1982 insofar as incumbents are concerned.

Prescott and Russell Secondary, 1981-83

Article XII - Major Department Head, Administrative Assistant and Assistant to the Major Department Head

12.01 In addition to the salaries shown in the grid appearing in Article XIX - "A" - of this agreement, the following allowances are paid:

a) Major Department Head	3135,$
b) Administrative Assistant	3135,$

12.05 An Administrative Assistant is appointed in the schools where there is no Vice-Principal, starting September 1st, 1981.

The responsibility of the Administrative Assistant is:

1. to teach each day, a minimum of five (5) courses of one (1) credit each, on an annual basis. To fulfill the responsibilities of his position, he will be assigned a maximum of 200 minutes per week. He may also be assigned a maximum of one hundred and sixty (160) minutes per week of other professional duties.

2. to assist the Principal by fulfilling the administrative responsibilities assigned to him.

Stormont, Dundas and Glengarry Secondary, 1981-82

This is a Letter of Commitment relating to the position of Administrative Assistants in the secondary schools operated by the Board with the exception of the Alternative School.

An Administrative Assistant in a secondary school will be a seconded member of the teaching staff with half-time assigned to regular teaching duties and half-time assigned as Administrative

Assistant. The particular in-school assignment for an Administrative Assistant would come from the respective Principal having regard to appropriate and desirable administrative responsibilities.

Teachers appointed at Administrative Assistants will receive the equivalent of a Technical Director's allowance [$2,800 qualified; $1,869 unqualified]. When a Department Head is appointed to the position of Administrative Assistant, the allowance presently received for the headship along with any additional allowance shall not exceed that of a Technical Director's allowance. The maximum time of a secondment to the position of Administrative Assistant would be for a period of two years with all such appointments being ratified by the Board of Education.

The following allocative formula outlines that which will be utilized for the in-school assignment for administrative positions.

Student Enrolment	Administrative Positions
1,200 plus	2 Vice-Principals
900 - 1,199	1 Vice-Principal, plus 1 Administrative Assistant
600 - 899	1 Vice-Principal
300 - 599	1 Administrative Assistant
299 or less	Principal only

Administrative Assistants appointed in accordance with this formula shall be excluded from the pupil-teacher ratio. When a school entitled to two Vice-Principals elects to have one Vice-Principal and two Administrative Assistants, only one of the Administrative Assistants shall be excluded from the ratio.

Sudbury Secondary, 1981-82

Administrative and Resourse Personnel

(a) Appointments

Effective September 1, 1981, the appointment of a person to a position of Principal or Vice-Principal on an ad hoc basis will be for a period not exceeding two years, but that person may be appointed to another position of Principal or Vice-Principal on an ad hoc basis.

(b) Guidelines for Payment for a Principal's Replacement

When it is necessary for a Principal to be absent from duty, the salary of his/her replacement shall be paid according to the following:

i) in schools where there is no Vice-Principal, one should be appointed and paid as a Vice-Principal after an absence of two weeks.

ii) after a Principal has been absent for 20 consecutive school days, an acting Principal should be appointed and paid as a Principal.

Brant RCSS, 1980-82

Principals' Assistants shall be appointed in each campus of a twinned school.

Twinned schools shall be defined as two buildings separated by more than one city block and supervised by one Principal.

1981-82

Principals' Assistants shall receive an allowance of $1,682 above teacher category.

N.B. Principals' Assistants are not to be construed as Vice-Principals in the event of a strike, (i.e., they may strike).

Dufferin-Peel RCSS, 1981-83

In the case of a Principal's absence of more than two (2) weeks at any one time, where no Vice-Principal has been appointed, an Acting Principal shall be appointed by the Director and paid at Principal's rate, according to the qualifications of the Acting Principal.

In each school where there is no Vice-Principal, or Vice-Principal Head of French or English, the Board shall appoint a Head teacher, who will act for the Principal in his absence. An allowance of $600 per year shall be paid to each Head Teacher.

Fort-Frances-Rainy River RCSS, 1980-82

A designated Principal shall be appointed to fulfill the administration duties of the Principal when the Principal is absent. Remuneration to be 1/200 of the Principal's allowance per day.

Haldimand-Norfolk RCSS, 1981-83

Designated Teachers

In schools where there is no Vice-Principal, there shall be a Teacher designated to take charge of a school while the Principal is absent and shall be paid an allowance of $433.00 per year.

Such Teachers shall be appointed, for the term of the Agreement, by the Board on the recommendation of the Director of Education subsequent to prior consultation with the Principal. The allowance shall be paid in 10 equal instalments for 10 months.

Acting Principal

In the absence of the Principal, and upon the recommendation of the Director of Education, an Acting Principal shall be appointed by the Board:

a) immediately when it is apparent that the Principal's absence will be extended.

b) after a minimum period of 15 consecutive teaching days and he/she shall be paid the mainimum Principal's salary in Category A1 - A4 depending on the Category he/she may be in. Teachers in Categories D, C, or B shall be paid the minimum Principal's salary in Category A1.

Halton RCSS, 1981-82

Acting Principal Allowance

In a school where there is no vice-principal, a teacher will be chosen by the principal, in consultation with the Director, to take charge of the school in the absence of the principal. An honorarium of $250 per annum will be paid to each teacher designated "acting prinicipal".

Lambton RCSS, 1981-82

Assistant to the Principal

In the schools where there is no appointed Vice-Principal, an Assistant to the Principal shall be appointed by the Board. The Assistant's allowance is to be $500 per year.

London-Middlesex RCSS, 1980-82

Teacher Responsible Allowance

Definition: In each school the Principal will recommend a staff member who shall be responsible for school during his absence, if there is no Vice-Principal.

Michipicoten RCSS, 1980-82

The Principal will appoint an assistant to the principal to act on his/her behalf during absence and to carry out other duties as assigned.

For this responsibility there will be an allowance of $1,000 annually plus $15 per day he/she is acting principal. In the absence of the Principal the assistant to the principal may be replaced by a supply teacher on alternate 1/2 days beginning with the second full day of each absence.

Nipissing District RCSS, 1981-82

Teacher Designate

i) Schools which do not qualify for a Vice-Principal shall have a designated teacher appointed annually by the Principal in consultation with the Superintendent.

ii) The designated teacher will be paid an annual responsibility allowance of $300.00 for the supervision of the school in the Principal's absence.

iii) In case of an extended absence of the Principal and upon the recommendations of the Director of Education, an acting Principal shall be appointed as per board policy.

North Shore RCSS, 1981-82

Substitute Principals appointed according to Board Policy shall be paid an allowance of $30.00 per unit per year.

North of Superior RCSS, 1981-82

Where there is no vice-principal or assistant-principal appointed in a single-building school, responsibility pay of $500 per annum shall be paid to the staff member designated by the principal to be in charge during any absence of the principal (Principal's Designate). Where there is no vice-principal or assistant-principal appointed in a twinned school, responsibility pay of $1,000 per annum shall be paid to the principal's designates, one in each campus.

Where there is no vice-principal or assistant-principal appointed, and if the principal is absent for more than 20 consecutive school days the Board will appoint an Acting Principal who shall receive an allowance of 1/200 of the principal's allowance for each day in excess of the first 20 consecutive school days.

Prescott and Russell RCSS, 1980-82

Substitute Principal

(a) A Substitute Principal will be appointed in each school where there is no Vice-Principal.

(b) In addition to his salary as a teacher, according to Section 9.01 a Substitute Principal is entitled to an allowance of $275 for the 1980-81 school year and of $300 for the 1981-82 school year.

Sault Ste. Marie RCSS, 1980-82

In each school where there is no Vice-Prinicpal, the Board will recommend a designated teacher who shall be responsible for the school during the Principal's absence. When a Principal is absent for two consecutive days or longer, the designated teacher shall receive remuneration according to the following formula:

$$\frac{80}{100} \times \frac{\text{Vice-Principal's Allowance} \times \text{no. of days absent}}{\text{No. of school days}}$$

(The Vice-Principal's Allowance for an eight room school is to be used in the above formula)

Timmins RCSS, 1980-82

Principal's Substitutes - A prinicpal substitute shall be named for each school where the duties of the principal are shared among two or more schools. Payment for 1980-81 shall be $1,036 annually.

- Payment for 1981-82 shall be $1,095 annually.

Occasional Principals - Full-time occasional principal shall be appointed by the Board in all schools where there are no Vice-Principals, and correspondingly part-time where there is a part-time Vice-Principal. Allowance for 1980-81 shall be $325 annually.

- Allowance for 1981-82 shall be $344 annually.

Welland RCSS, 1981-82

Acting Principals

In schools where there is no Vice-Principal or Assistant to the Principal, the Acting Principal, as approved by the Director of Education, shall, after the Principal has been absent for two (20 or more consecutive days, be paid the sum of $10.00 for each day of the principal's absence.

Wellington RCSS, 1981-82

Responsibility

In each school where there is no vice-principal officially appointed by the Board, a teacher will be chosen by the principal, in consultation with the Director, to take charge of the school in the absence of the principal. An honorarium of

1-9 rooms .....$ 150
10 rooms and over .....$ 200

will be paid.

GUIDANCE PERSONNEL

Central Algoma Secondary, 1981-82

Guidance personnel (including the Coordinator of Student Services) shall be appointed on the basis of a ratio of one full-time or equivalent counsellor to 250 students.

Manitoulin Secondary, 1981-82

Counselling Ratio

Every reasonable effort will be made to maintain a staff to student ratio of 1:325 for counsellors.

Nipigon-Red Rock Secondary, 1980-82

One Guidance Counsellor for each 350 students (approximately). The Board and its administration shall endeavour to achieve this ratio through use of existing personnel.

Ottawa Secondary, 1980-82

Guidance Counsellors: one (1) per 300 students and in special Vocational Schools, one (1) more per 400 students or major part thereof.

Dufferin-Peel RCSS, 1981-83

Subject to availability of acceptable staff and classrooms, the Board shall maintain its staffing ratios at those in operation on September 30, 1981.

Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1981, will be followed.

Guidance

1 per school with Grades 9 and 10.

1/2 for Holy Name of Mary.

LIBRARIANS

London Elementary, 1980-82

Librarians

The librarians' complement has been allocated by areas as follows:

Area 1 - J. E. Townshend	9.7 teachers
Area 2 - J. N. Maycock	9.0 teachers
Area 3 - L. W. Hooper	6.5 teachers
Area 4 - R. J. Gladwell	8.3 teachers
Area 5 - W. G. Traut	10.0 teachers
Area 6 - G. Thatcher	9.5 teachers

Total - 53 teachers

Sudbury Elementary, 1981-82

Library (count all pupils, JK and SK pupils as 0.5)

0 - 299.5	pupils --	0.5 teacher
300+	pupils --	1.0 teacher

Wellington Elementary, 1981-83

Teacher-Librarian Time

(1) Each school should be allotted qualified teacherlibrarian time to develop, promote and administer the school's resource centre and services.

(2) Staffing shall be based on Projected Enrolment as determined in the preceding Spring. Appropriate adjustments in the assignments of teacher-librarians shall be considered on the first Friday of the ensuing school year.

The Board shall endeavour to assign teacher-librarians on the following basis:

Enrolment - 250	----		0.5 teacher-librarian
Enrolment - 250		300	0.7 teacher-librarian
Enrolment - 300	----		1.0 teacher-librarian

Central Algoma Secondary, 1981-82

A librarian will be included within the staffing ratio as set out under Item 9:01 [PTR equals 16.6:1].

Kapuskasing Secondary, 1981-83

Library - a librarian shall be appointed in a school where there are a minimum of 200 students.

Kent Secondary, 1981-82

Librarians

A full-time Librarian will be assigned when the enrolment in a school exceeds five hundred (500) pupils.

Ottawa Secondary, 1980-82

Librarians: Two (2) per school - one (1) Teacher Librarian and either a professional Librarian or another Teacher Librarian, except for Vocational and special Schools where there shall be one Librarian only.

Dufferin-Peel RCSS, 1981-83

Subject to availability of acceptable staff and classroom, the Board shall maintain its staffing ratios at those in operation on September 30, 1981.

Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1981, will be followed.

Library Resource Staff

0-300 students	-	.4 librarians
301-400 "	-	.6 librarians
401-500 "	-	.8 librarians
500 and over	-	one full time librarian

Library Clerks

700-799 students	-	4/10
800-899	-	6/10
900-999	-	8/10
1000+	-	10/10

The existing 2 floaters for schools under 700 to be maintained.

York Region RCSS, 1980-82

The Board recognizes that the proper functioning of a resource centre is of vital importance to the optimum execution of the school program. In keeping with this, it is the intent of this Board that,

(a) All "A" schools shall be assigned a full-time librarian;

(b) Where practical and possible, all other elementary schools shall be assigned full-time librarians.

[Editorial Note: "A" schools have over 400 students.]

SPECIAL EDUCATION/RESOURCE STAFF

Peel Elementary, 1980-83

The number of Teachers required to teach in any additional Special Education programs mandated by the Ministry shall be hired in addition to those Teachers required to meet the R.S.R. [Regional Staffing Ratio].

The R.S.R. will be adjusted to reflect these additional Teachers.

Prince Edward County Elementary, 1981-83

17.01 Study Committee on Staffing

(a) A Study Committee on Staffing comprised of 3 elementary staff members, a Principal, 3 Board members and the Director shall be established.

(b) The Study Committee on Staffing shall present to both parties by January 31 of each year a proposal for the staffing formula to be used in future staffing.

(c) The parties must submit any proposal of the Study Committee on Staffing for ratification within thirty (30) days of the proposal being presented by the committee.

(d) If the proposal of the Study Committee on Staffing is ratified by both the teachers and the Board it becomes part of Board Policy. Failure to ratify by either teachers or Board results in the continuation of the present formula.

(e) Board Policy on staffing may be changed only as a result of consultation with the Study Committee on Staffing and subsequent ratification of any proposal on staffing from the Study Committee on Staffing in accordance with Clauses 17.01 (c) and (d).

THE PRINCE EDWARD COUNTY BOARD OF EDUCATION

ELEMENTARY STAFFING

1981-82

Grades 1 - 8 2,187 - 20 (proposed segregated Special Education)

$= \frac{2,167}{21}$ (P.T.R.) = 103 teachers

Kindergarten	6.5 teachers
Special Education	2 teachers (present) 2 teachers (proposed addition)
Industrial Arts, Family Studies, Instrumental Music	1+ teacher at Pinecrest
Resource Withdrawal	2
Bonus (at the discretion of Director to be used to assist small schools or larger schools having staffing problems)	1 teacher
TOTAL	117.5 + teachers

February 2nd, 1981.

Sudbury Elementary, 1981-82

Special Education including L.D.

Itinerant support services and specified programs will be determined first, and then a school factor will be established.

Hearing Impaired

H.I. - 6.0 pupils -- 1.0 teacher.

Windsor Elementary, 1979-82

The Board will assign additional staff in accordance with the Compensatory Education Report in effect from time to time. The fifteen Grade 1 - 8 teachers assigned on a compensatory need-size basis will remain as designated, but the 2 1/2 Kindergarten teachers allocated will be assigned to the compensatory schools based on kindergarten enrolment at the end of the second week of September.

Prescott and Russell Secondary, 1981-83

On the recommendation of the Principal and the approval of the Superintendent of Secondary Education and Trainable Mentally Retarded, a Coordinator is appointed and receives two thousand two hundred (2200,$) dollars per year, in addition to his regular salary to fulfill the responsibilities of this position.

Coordinator of Special Education Services

In addition to his salary shown in the grid appearing in Article XIX - "A" - of this agreement, the Board pays the following allowance:

Coordinator of Special Education Services	3135,$

Because this program is being established on a trial basis, the incumbent remains a teacher covered by this agreement. All other working conditions provided for in this agreement apply, except for the hours of work which, for the incumbent, are the hours of work of the Head office, where he is located.

Alternate Education Program

1. An Alternate Education Program is instituted on a trial basis in secondary schools.

2. To operate this program, the Board may appoint a parttime Coordinator, a full-time Coordinator, a or a Vice-Principal to meet the needs and if enrolment justifies it.

3. Teachers assigned to the Alternate Education Program are entitled to all conditions provided for in this agreement. The hours of work are equivalent to the hours of work of regular program teachers. The distribution of hours is the responsibility of the person in charge of this program in his school. The assigned duty time is included in the total hours of work in this program.

4. A full-time or a part-time Coordinator receives the same responsibility allowance as a Major Department Head, or 3135,$, and, if the Board appoints a Vice-Principal he is paid in accordance with the Vice-Principal's grid.

Dufferin-Peel RCSS, 1981-83

Subject to availability of acceptable staff and classrooms, the Board shall maintain its staffing ratios at those in operation on September 30, 1981.

Under the intention of allowing for flexibility and providing for individual needs, the staffing guidelines as per the "General Administrative Procedures" (G.A.P.) - September 1981, will be followed.

Special Services Resource Staff

Family Resource Staff consisting of a team of one behaviour consultant, one social worker, one speech pathologist assigned for each 3000 students. Maintain the position of Department Heads in Psychology and Social Work, and Coordinator of Speech Pathology.

Child Care Workers

- one per sensitivity class

- one per Family of Schools

Academic Resource Staff

Board wide ratio of 1:3000

Family centred ratio of 1:1000

Emphasis here is on an "ad hoc" basis with built-in reassessment of goals and needs.

Essex RCSS, 1980-82

The Board shall endeavour to provide the services of psychologists, psychometrists, speech therapists, social workers. In the event that in the opinion of the Board suitably qualified teachers in these areas are not available, the posiitons may be filled by other qualified personnel.

CLERICAL AND SECRETARIAL ASSISTANCE

Cochrane-Iroquois Falls Elementary, 1980-82

Clerical Assistance, Teachers' Aides, Time for Supervision

Clerical assistance, teachers' aides, time for supervision will be according to Board Policy as recommended by the Director of Education.

East York Elementary, 1981-82

Non-Instructional Aides

The Board shall continue the current practice of publishing the current procedures regarding the allocation of non-instructional aides to schools in the Handbook of Information.

Grey County Elementary, 1980-82

Schools shall be provided with additional secretarial assistance as follows: 1 hour per week for 50 pupils for teachers to a maximum of 1 day per week for schools with an enrolment of up to 300 and up to 2 days per week for schools with an enrolment of 301 or more, based on September 30, 1980 enrolment, both in addition to the existing complement of clerical staff. The principal will deploy clerical staff so that typing, duplicating and related services in appropriate measure can be provided for teachers.

Haliburton Elementary, 1981-82

Secretarial assistance shall be afforded to each school, of three full-time teachers or more, at least at a minimum rate of one day per week.

Nipissing Elementary, 1980-82

Hiring of School Assistants

1. For the school year 1980-81 a lump sum of fifty-five thousand ($55.000) and for the school year 1981-82 a lump sum of fifty-five thousand dollars ($55,000) will be provided for this purpose to be allocated to each school by a committee of two (2) teachers and two (2) supervisory officers using the following criteria;

   (a) a basic unit of money for each school
   (b) enrolment of the school
   (c) needs of the school

2. The sum of money allocated to each school will be used for the hiring of:

i) Secretarial help for Teachers

ii) Personnel for supervision duties, e.g.,

(a) Lunch duty
(b) Bus duty

iii) Support personnel.

3. Subsections (i) to (iii) of Section 2 will be at the discretion of the Principal and subject to the approval of the Director of Education or his designate.

Scarborough Elementary, 1981-82

Clerical Assistance

Each principal is responsible for assigning the duties of the secretarial staff. Such assignments shall be made after considering the priorities of the school in consultation with the staff.

Wellington Elementary, 1981-83

Secretarial Assistance

(1) Each school shall be allotted secretarial assistance on the basis of one-half (1/2) day per week per fifty (50) pupils of enrolment, or the greater portion thereof, plus an additional one-half (1/2) day per week. (e.g., 300 students / 50 = 6 half days + 1 half day = total of 7 half days)

(2) No school shall have less than five (5) half days of secretarial assistance per week.

(3) Additional secretarial assistance shall be provided annually as required by the Principal to a maximum of 3 times the normal weekly secretarial allotment for a particular school with a minimum of three weeks. (e.g., if a school has five (5) half days of secretarial assistance per week, this clause would allow additional assistance to a maximum of 3 x 5 = 15 half days for the period from September 1 to the following August 31)

(4) In cases of greater need, such as in schools with bused students, secretarial assistance beyond the foregoing provisions may be allotted at the discretion of the Director.

Bruce-Grey RCSS, 1980-82

The Board will supply adequate secretarial assistance for each school in accordance with Board Policy and/or at the discretion of the Board.

Policy on Clerical Assistance to Schools

Policy Statement

The Board approves the establishment of a schedule to provide to principals sufficient secretarial help to perform efficiently the necessary clerical and secretarial duties.

Policy Regulations

1. The Principal is responsible for the direction and supervision of the work of school secretaries. (see attached job description).

2. A Principal will be granted secretarial assistance in accordance with the following schedule.

   a) 10 teachers & under - 1/2 time secretary
   b) 11 - 15 teachers - 1 full-time secretary
   c) 15 teachers & up - 1 full-time secretary plus 1/2 day for every two teachers to a maximumof 1 additional full-time secretary at the Director's discretion.

3. a) Hours of work - 8:30 a.m. to 4:30 p.m. with one hour off for lunch.

   b) A full-time secretary works 7 hours per day, a half-time secretary works the equivalent of 3 1/2 hours per day.

4. Lay-Offs - School Secretaries will be laid off at the following times.

   a) Christmas Break & winter Break
   b) From the period beginning at the closing of school in June until one week prior to school opening in September.

5. All school secretaries shall be paid at the approved hourly rate.

6. Holiday pay will be paid in accordance with the Ontario Department of Labour Acts.

7. Secretarial positions will be filled by local personnel where possible.

8. The Private High School Board shall pay the same percentage of the Secretaries salary as is paid of the teachers salaries.

Secretaries' Job Description

1. Correspondence - open mail
   - letters, memos & forms

2. Typing - correspondence

- reports
- schedules
- requisitions
- material pertinent to secretarial duties
- material as authorized by the Principal

3. Filing - responsible for the maintenanceof office files under the direction of the principal

4. Updating - inventories
- records

5. Operating general office equipment - adding machine
- duplicating machine
- etc.

6. Perform duties as a receptionist
- receiving and transmitting telephone or other messages
- dispense routine information
- greet vistors

7. Duties as required by the Principal, within the scope of secretarial duties. (i.e., assist librarian with typing, etc.)

8. Secretaries are <u>not</u> to be considered or used as Teacher's Aides.

Essex RCSS, 1980-82

Resource personnel shall be available for class demonstration, etc., to help teachers develop more professionally.

The Board shall approve Voluntary Aids to relieve teachers of some duties as recommended by the Principal.

All schools shall have one full-time secretary. Schools with 18 rooms or more will be allocated secretarial assistance at the rate of 2 1/2 hours for additional rooms.

Windsor RCSS, 1981-83

<u>Para-Professional Staff</u>

The Board may employ persons who are not qualified as professional teachers to assist teachers, provided that the work of such persons will be confined to duties of a clerical, housekeeping, technological, monitorial or supportive nature.

York Region RCSS, 1980-82

<u>Secretarial Assistance</u>

The Board shall establish a system-wide bank of 1,000 secretarial

hours over and above the alloted secretarial time per school, to be used at the principal's discretion when needed.

The Board recognizes that educational assistants are to be employed only according to the policy outlined in Appendix C and when approved by the director.

APPENDIX "C"

ONTARIO TEACHERS' FEDERATION POLICY REGARDING THE EMPLOYMENT OF EDUCATIONAL ASSISTANTS

It is the policy of the Ontario Teachers' Federation:

That every person who is employed to fulfil an instructional role (as authorized by the Acts and Regulations) shall be qualified as a teacher and under contract as a teacher.

1. That the function of educational assistants is to assist the teacher.

2. That educational assistants shall assume no responsibility for any evaluation involving the school personnel, pupils or program.

3. That educational assistants shall be responsible to the principal of the school.

4. That any teacher has the right to decline educational assistant services.

5. That educational assistants shall not be included in the calculation of student-teacher ratio.

6. That teaching functions which involve decisions regarding diagnosis of pupil difficulties, prescription of learning experiences, and evaluation of pupil progress are the exclusive domain of professional teaching staff.

POOR

QUALITY

ORIGINAL